



MUNICIPAL SERVICE CENTER

MASTER PLAN

7969 San Paulo Drive

October 23, 2008

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I. EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

BACKGROUND: The City of El Paso has retained the services of Moreno Cardenas Inc (MCI) for the purpose of preparing a Needs and Space Assessment (Phase 1) and Master Plan (Phase 2) for the Municipal Service Center (MSC) at 7969 San Paulo Drive. The City project management staff and MCI formed the MCI Master Plan team that conducted the full survey. The first phase, which is contained in this report, involves collecting and recording the current usage and future needs. The second phase, which is forth coming, calls for the preparation of 3 options that will meet the needs of the departments into the future. It was originally thought that there would be six departments involved but as the study developed it was determined that eleven departments needed to be included.

PROCESS: A detailed questionnaire and sample spread sheet was distributed to the departments intended to capture their "space and needs" at the MSC. One-on-one meetings, site visits, phone calls, and email were then used by the MSC Master Plan team to further explain the intent of the study to the departments and to gather information from the departments. All of the departments responded providing explanations of their current usage of the existing buildings and open air area. The departments also described current shortfalls in the space they presently occupied and provided future space requirements they anticipated based on both normal growth and management adjustment plans they were preparing to execute. Where the information was incomplete the City management staff stepped in to fill the gaps. Each of the departments in conjunction with the City's project management staff provided the building area and open air area being utilizing at the site..

CONCLUSION: The Master Plan team with the departments physically observed that they are utilizing both their building and open air space at the MSC. They also observed that some areas appeared to be underutilized while others were congested, in need of repair and upgrade and expansion. Three large departments (Environmental Services, Streets, and Parks and Recreation) indicated that they intended to relocate outlying operations into the MSC following the opening of the new administrative building. The Parks Department which is not scheduled to have any space in the new building has growth plans for the MSC. The Police Department reported that there are plans to open a new Impound Lot outside the MSC and at that point they would vacate their current operation at the site. General Services, Development Services, Financial Services, Health and IT, all have stable space meeting their current needs and did not report any significant growth plans. The Museum does not currently have any space at the MSC but has specific storage and work space needs. The following table summarizes the current and projected department space and need plans.

See the following Executive Summary Table.



OLD MSC ONLY

Executive Summary Table

	# people		Percent Change		Bldg. Storage sf		Percent Change		Work Shop sf		Percent Change		Office sf		Percent Change		Spec. needs (conf. rms, chemical storage)		Percent Change						
	cur.	af. mv 5yr	af. mv 5yr	5yr	cur.	af. mv 5yr	af. mv 5yr	5yr	cur.	af. mv 5yr	af. mv 5yr	5yr	cur.	af. mv 5yr	af. mv 5yr	5yr	cur.	af. mv 5yr	af. mv 5 yr	5 yr					
Environmental Services Dept	103	171	194	66	86	1350	1925	1925	43	43	2525	4675	4675	85	85	5135	5537	6401	8	25	1144	1004	1405	-12	22
	185	173	188	6	12	10740	10740	10740	0	0	6142	6142	6800	0	0	5490	4837	5395	-12	-2	882	0	120	-100	-86
General Services Dept	70	72	80	3	14	1200	3474	3474	190	190	70855	70855	72865	0	3	7000	7000	7000	0	0	0	0	0	0	0
Parks Dept	45	49	60	9	33	3935	10335	10335	163	163	8325	8325	8325	0	0	870	1450	1450	67	67	720	720	720	0	0
Police Dept	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Financial Services Dept	3	3	3	0	0	15913	15913	15913	0	0	0	0	0	0	0	1500	1500	1500	0	0	0	0	0	0	0
Development Services Dept	10	10	22	0	120	0	0	0	0	0	0	0	0	0	0	200	200	400	0	100	0	0	0	0	0
IT Dept	2	2	2	0	0	1155	1155	1155	0	0	0	0	0	0	0	120	120	120	0	0	0	0	0	0	0
Public Health Dept	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cultural Affairs Dept	0	0	0	0	0	0	1000	1000	100	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NOTES:

1. cur. - current situation
2. af. mv - after move into the new MSC administration building
3. 5 yr - Five years into the future
4. Percentage Change is a comparison to the current situation.



II. INTRODUCTION

The City of El Paso has retained the services of Moreno Cardenas Inc (MCI) for the purpose of preparing a Needs and Space Assessment (Phase 1) and Master Plan (Phase 2) for the Municipal Service Center (MSC); at 7969 San Paulo Drive. The first phase was to prepare a needs and space assessment for the eleven departments that have varying levels of activity at the MSC. The departments that were studied follow.

- Environmental Services Department
- Streets Department
- General Services Department
- Parks & Recreation Department
- Police Department
- Financial Services Department
- Development Services Department
- Information Technology Department
- Public Health Department
- Museum and Cultural Affairs Department
- Engineering Department

The City's project scope for the first phase of the work was broken down into the following elements. The report was formatted accordingly as practicable.

- Department Interviews
- Review available site plans and aerial photos
- Site visits
- Department space and use needs assessment
- Department plans for the future assessment
- Assess current space available and opportunities for improvement
- Determine the amount of parking that will be needed in the future

The following report explored and identified the current departments that have active operations at the site and those that merely use the site as a staging area. The needs and space assessments were arrived at by having each department describe and quantify their internal operations. The departments articulated their needs through personal meetings, written communication and site visits. While this phase is only addressing the needs and space, the next phase which is the Master Plan will include three options that the City of El Paso can evaluate and choose from to set the course for the future of the MSC.

Identifying needs and space was achieved by having each department look internally at their current operational needs to see if there exists an excess or shortage of space. They were also asked to look at their needs following the opening of the new MSC Administration Building and to look at their needs five years from the present.

The space assessment is the first phase of the full Master Plan which was started on September 25, 2008. This phase was complete with the submission of the requested information.



III. NEEDS AND SPACE ASSESSMENT

A. Department Questionnaire/Interviews

A questionnaire was prepared by the planning team which included MCI working in conjunction with the City staff. There were twelve (12) questions circulated to each department for their review and response. Those questions covered a wide range of topics including staffing, organization, floor space currently being utilized, space needs, number of city vehicles, number of private vehicles, interaction with other departments, public interface, IT needs, space shortfalls, and traffic circulation concerns within the compound. Each department was asked to respond to the questions as it related to their current status, their status after the administration moved into the new MSC Building and their status five years from now. The questionnaire and the corresponding responses are found in Appendix 1.

Personal interviews were also conducted with all of the departments that have a significant presence at the MSC. Those that only have a staging area with no personnel, were contacted by phone and informed of the study on an as needed basis. The interviews tended to follow the questionnaire and gave the departments an opportunity to ask follow up questions about the information they were tasked with gathering. Many of the departments provided a clear view of their current needs and shortfalls they anticipated in the future. Some departments stated that they did not foresee any extra space needs in the next five years while others were very specific in noting their anticipated office and open air space short fall in the future. The interviews also opened a clear line of communication that the departments used as they completed the questions.

An Excel spread sheet was developed to assist in closely monitoring the response that each department provided. Due to the extremely short time frame that was allowed, this table proved to be valuable in capturing the data. In areas where the department did not provide a complete response City staff provided information and assumptions were derived from the available information. (Appendix 2)

B. Current Use/Future Use of Buildings

In this section, we have identified all of the departments that have space in buildings throughout the MSC. They have individually reported on their current use, needs after the new MSC administrative building opens, and what they estimate their needs will be five years from now. This information is described in the following paragraphs but is tallied in the spreadsheets that follow in Exhibits A and B. The departments were afforded opportunities to re-review their submitted material and the adjustments that were made. All comments received were incorporated into the tabulated information.



B.1. Environmental Services Department

The center of the City of El Paso's environmental services is located at the San Paulo MSC complex. The administration for the entire department is initiated from this location. Services at this location include weekly residential garbage and recycling collection, landfill disposal, environmental engineering, special collections for the disposal of bulky items, vector control and household hazardous waste collection and disposal. These services are administered through the Solid Waste Management Division, Finance and Administration Division, Engineering Services Division, and the Compliance Services Division.

Current Use of Building Space

The Environmental Services Department manages and dispatches the majority of their operational solid waste personnel and their regional solid waste equipment from this location. They also issue solid waste management directives, handle their finance and administration responsibilities, perform engineering, and administer the Vector Control Section (located in Building #12) from the San Paulo MSC Building 1. See Exhibits A and C.

Future Use of Building Space

The relocation of the Environmental Services administrative staff from the existing facility to the new MSC administrative offices on the south side of San Paulo Drive will make room for the shift of operations and incoming personnel from the Delta Street Transfer Station Container Operations, Special Collections, and Code Compliance. See Exhibit B.

B.2. Streets Department

The Streets Department centrally stages their City wide operations out of the San Paulo complex. The managers and operators plan, program, budget and execute the City's roadway maintenance, repair and construction from the San Paulo MSC complex. The Streets Department has multiple buildings at the site. Materials and equipment for east El Paso are also staged at various outdoor locations throughout the site.

Current Use of Building Space

The Streets Department manages the citywide operations out of the San Paulo MSC complex. Services include roadway construction, resurfacing, traffic signals, traffic signage, graffiti cleanup, median maintenance, sweeping, and all other roadway repair and maintenance service requirements. See Exhibit A.

Future Use of Building Space

The Streets Department intends to move the median personnel currently located at the Delta Street facility and Memorial Park facility into the space vacated in Building 1. The Streets engineering staff currently located in Building 14B, will be relocated to the new MSC Building leaving no planned occupancy for this trailer facility. New covered



storage is required for the traffic department materials that are deteriorating due to over exposure to UV's. Finally the Streets Department personnel currently in Building 2 and 3 will be shifted into the vacated space in Building 1. See Exhibit B.

B.3. General Services Department

The General Services Department provides a broad spectrum of services to other City departments. These functions include:

- Building Maintenance
- Copy Center Services
- Fleet Services
- Mail Distribution
- Utilities and Energy Management.

The department is headquartered at the MSC on San Paulo Drive.

Current Use of Building Space

The General Services Department centrally manages its operations out of the San Paulo MSC. All primary administrative support staff is located in the complex at Building 3, Exhibit C. Building Maintenance is also located in the adjoining Building 2, Exhibit C of the complex using its space for administration and general storage. The Fleet Services Operations staff is spread throughout the complex performing a wide range of vehicle maintenance and repair services. See Exhibit A.

Future Use of Building Space

The long term space requirements involve the addition of two office personnel. One of the short term additions is the shifting of the energy staff person currently at City Hall. The other personnel additions are expected due to normal growth. They are expected to be placed in other locations through the General Services Department facilities in the complex. See Exhibit B.

B.4. Parks and Recreation Department

Current Use of Building Space

The parks department's entire Facilities Maintenance Section is currently located in multiple buildings at the MSC (Exhibit C). The shop support includes carpentry, welding, pool maintenance, mechanical and electrical services. Storage is lacking for many of the supplies that they currently use so they have resorted to using portable buildings. There are also personnel from Park Maintenance and Park Equipment Maintenance stationed at the complex. See Exhibit A.

Future Use of Building Space

More of the Parks maintenance staff will be joining the Facilities Maintenance staff after the opening of the new MSC Building. Those members will include the Parks



Superintendent and Materials staff. The longer term plans call for some Sports section staff to relocate as well as all the Materials Operations staff. More warehouse materials and supplies will also be shifted to the site. There are also personnel from the Parks Maintenance and Park Equipment Maintenance stationed at the complex.

B.5. Police Department

Current Use of Building Space

The Police Department does not have any personnel or building space at the MSC on a continuous basis.

Future Use of Building Space

The Police Department does not have any plans to have personnel positioned at the MSC in the future.

B.6. Financial Services Department

Current Use of Building Space

The Property Control Division of the Financial Services Department is located in Building 2, Exhibit C of the MSC complex. Excess City of El Paso property, police confiscated property released for sale, and abandoned or otherwise acquired property that is under the control of the City of El Paso that is released for sale is stored by the division. Approximately two sales per year are conducted for the disposal of these items. See Exhibit A.

Future Use of Building Space

There are no plans to expand the current operation. The space is adequate while there are some improvements that would increase the capacity. The addition of the fire sprinklers would permit stored items to be stacked sixteen (16) feet high within the pallet racking area versus the current stacking height of twelve (12) feet high. The warehouse does not have any cooling and has inadequate heating thus items that would require this type of environmental control is not permitted. Additionally, the Financial Services Department has stated that there is a need for a security/surveillance system at the property control warehouse and for storage cabinets for high dollar value items that are slated for auction. See Exhibit B.

B.7. Development Services Department

Current Use of Building Space

The Building and Permits Inspections Division has positioned a group of inspectors in Building 3, Exhibit C at the MSC complex. They assemble at this location in the mornings and evenings preparing the necessary documents to report on their daily inspection activities of east El Paso construction sites. See Exhibit A.



Future Use of Building Space

The Department expects the number of residential and commercial building construction permits to continue to increase in east and southeast El Paso. This will not only result in a need for an increase in the number of inspectors but also more space for their operation. See Exhibit B.

B.8. Information Technology Department

Current Use of Building Space

The network systems team has personnel working at the MSC San Paulo site on an as needed basis. The team supports all of the MSC Departments with their IT needs including but not limited to computer replacements, server upgrades, computer break down maintenance, software installations, and system trouble shooting. Each of the existing buildings that has a communication system also has a data point and work space. See Exhibit A.

Future Use of Building Space

The future needs of the MSC will be studied through the development of a Technology Plan. This plan is currently under development. The current forecast is that the existing IT system areas in each building will need to be increased and environmental systems provided or improved. The heating, cooling, security and size of the areas where the systems are currently located will all have to be adjusted to serve the future need. See Exhibit B.

B.9. Public Health Department

Current Use of Building Space

The Public Health Department does not have any personnel or building space at the MSC on a continuous basis. An existing office trailer located in the southwest quadrant of the property was used by medical personnel to check and advise employees was reportedly closed. The trailer remains in place with no reported department control.

Future Use of Building Space

The Public Health Department does not have any plans to place personnel at the MSC on a continuous basis.

B.10. Museum and Cultural Affairs Department

Current Use of Building Space

There is no art storage currently at the MSC.

Future Use of Building Space



There is a need to have storage and a work area for public art that offers environmental controls. The area will be used by artists to restore damaged art pieces and for visitors to come and observe the piece being restored. There may be an occasion to have small instructional classes. The area will need to have an over head door access for large pieces, high ceiling, heating, cooling, sinks with sand traps, access to bathrooms, and access after hours. See Exhibit B.

B.11. Engineering Department

Current Use of Building Space

The Engineering Department does not have any current needs for personnel or building space at the complex.

Future Use of Building Space

The Engineering Department does not have any future needs for personnel or building space at the complex.

C. Current Use/Future Use of Open Air Area

There are six departments currently using the open air storage at the MSC in varying degrees they include environmental services, streets, general services, parks & police each having specific areas where they concentrate their operations. The area that each department is the principal user is noted at Exhibit D. The largest future adjustment that was reported is the relocation of the Police Department's Impound lot releasing the land at the north east corner of the site to some other activity. In this section we look at the area that each department is using and the current and future Open Air Area requirements.

C.1. Environmental Services Department

Current Use of Open Air Area

The Environmental Services Department uses the site for many purposes including vehicle parking, equipment parking, welding operations, service support shop operations, citizen collections, and staging operations. The parking includes both private vehicle, city vehicle and city equipment parking areas. The City vehicles are divided between standard sized and heavy duty. All city vehicles park within the compound. Private vehicles use the public parking areas in the south and southwest areas of the site. The heavy vehicles are predominantly trash collection trucks but there are other heavy duty support vehicles and equipment in the area set aside for the department. The standard vehicles are both trucks and passenger cars. Circulation is very well established and it was noted during the interview process that the trash truck parking and circulation was very good. The site also supports welding operations, storage trailers, and other department vehicle parking. See Exhibits A, D and E.



Future Use of Open Air Area

The future use includes all of the practices today with the addition of an expanded and more user friendly Citizen Collection Station, Vehicle Wash area, and the expansion of the minnow ponds in the Vector control area. Normal growth projections are expected for all vehicles parking at the site. The relocation of personnel from other sites will increase the number of both private and City vehicle requirements. See Exhibits B, D and E

C.2. Streets Department

Current Use of Open Air Area

The Streets Department uses the site for many purposes including vehicle parking, equipment parking, welding operations, service support shop operations, material storage, and staging operations. The parking includes both private vehicle, city vehicle and city equipment parking areas. The City vehicles are divided between standard sized and heavy duty. All city vehicles park within the compound. Private vehicles use the public parking areas in the south and southwest areas of the site. The heavy vehicles are predominantly operational vehicles supporting the various department demands including earth moving equipment, roadway equipment and traffic operations equipment. There are other heavy duty support vehicles and equipment in the area. The standard vehicles are both trucks and passenger cars. Circulation is very well established and it was noted during the interview process that there was a need for more speed limit signs and more frequent stripping operations. See Exhibits A, D and E.

Future Use of Open Air Area

The future use includes all of the practices today with the addition of a vehicle wash facility and normal growth projections. The relocation of personnel from other sites will increase the number of both private and City vehicle requirements. See Exhibits B and E.

C.3. General Services Department

Current Use of Open Air Area

The General Services Department uses the open air site principally for staging vehicles that are scheduled for service, completed service, pending disposal, or are new awaiting preparation prior to being released. Welding operations and service support shop operations occur in the open air area. The parking includes both private vehicle, and city vehicle parking areas. The City vehicles are divided between standard sized and heavy duty. All city vehicles park within the compound. Private vehicles use the public parking areas in the south and southwest areas of the site. The standard and heavy vehicles include all vehicles in the City's inventory ranging from earth moving scrapers to police motor cycles. Circulation is well established and parking areas have been designated however, there is a great need for improved striping and signage to more efficiently park vehicles. The area also supports welding operations, vehicle wash area, and area in support of the fueling station. See Exhibits A, D and E.



Future Use of Open Air Area

The future use includes all of the practices today with normal growth projections. No relocations are scheduled in the near future. There was some discussion related to the possible City conversion to natural gas fuel. The department reported that specialized equipment and training would be required but no major adjustment in parking or circulation was anticipated. See Exhibit B

C.4. Parks and Recreation Department

Current Use of Open Air Area

The Parks and Recreation Department uses the site for many purposes including vehicle parking, equipment parking, welding operations, service support shop operations, material storage, and staging operations. The parking includes both private vehicle, city vehicle and city equipment parking areas. The City vehicles are divided between standard sized and heavy duty. All city vehicles park within the compound. Private vehicles use the public parking areas in the south and southwest areas of the site. The heavy vehicles are predominantly operational vehicles supporting the various department demands including grading equipment, tilling equipment, and fertilizer distribution equipment. There are other heavy duty support vehicles and equipment in the area. The standard vehicles are both trucks and passenger cars supporting the other department functions at the site which include locksmith, plumbing, painting, electrical, pool maintenance, heating, cooling and carpentry. The access routes to the Parks Department area are established but there is a need for more directional striping and speed limit signage. See Exhibits A, D and E.

Future Use of Open Air Area

The future use includes all of the practices today with normal growth projections. The Parks department intends to relocation a Parks superintendent and supporting personnel to the MSC from other sites thus increasing the number of both private and City vehicle requirements. See Exhibits B and E.

C.5. Police Department

Current Use of Open Air Area

The Police Department currently only has an impound lot at the site. This impound lot is located in the northeast quadrant of the MSC. The majority of the vehicles that are impounded are passenger cars and light trucks. There are few tractor trailers that occasionally are located at the site as well. The vehicles are disposed of as legal proceedings permit therefore they stay in the lot for various lengths of time. See Exhibits D and E.

Future Use of Open Air Area

The Police Department has already designed a new impound lot at a different location to replace this site. They intend to move out of the MSC in mid 2009.



C.6. Financial Services Department

Current Use of Open Air Area

The Financial Service Department uses the open air area primarily for loading and unloading items that are set for public auction or are being held for various departments. There are tractor trailers that visit the site periodically as part of their activities. Also pallets of items that do not require protection from the weather are stored outside the main building access. Public auctions are held semi annually that require the use of the parking area immediately adjacent to the warehouse. These auctions are held on weekends therefore they do not interfere with the other department's routine daily operations. The parking requirements include both private vehicle and city vehicle parking areas. The City vehicles are standard sized trucks, vans, & passenger cars. See Exhibits A, D and E.

Future Use of Open Air Area

The future use includes all of the practices today with no growth projections. See Exhibits B and E.

C.7. Miscellaneous Open Air Usage

Current Use of Open Air Area

The Health Department and the El Paso Public Library stage several of their public outreach recreational type vehicles at MSC site. They are located along the perimeter of the Environmental Services Department's parking area with a separate vehicle located on the west side of the compound. While they do not currently interfere with the other operations they do pose a congestion to the area narrowing circulation routes. See Exhibits A, D and E.

Future Use of Open Air Area

The future use calls for these vehicles to continue to be parked at the MSC with no growth projections reported.

C.8. Current and Future Vehicle Parking Requirements

The parking at the MSC includes city standard vehicles, city heavy duty vehicles, employee vehicles and general public parking. The currently available number of parking spaces was tallied by two methods. First the marked parking spaces were located on the aerial photograph that was provided. The aerial shows both the painted striping and the accumulation of oil where vehicles are routinely parked at the site. A site investigation followed the aerial photograph count. The site visit was specifically directed at investigating the vehicle parking areas. Both the type and number of vehicles that were parked at the site were again checked. The counts from both surveys were compared and the results placed in Exhibit E and in the Space and Needs Parking information Table C.2 below.

The parking requirements after the new MSC administration building is completed and five years into the future were provided by each department in their response to the



questionnaire. The new employee and public parking for the new building was also included in Exhibit E. The City code was therefore not used to assess the needed parking but rather the actual department reports were the basis for the projections. The ADA parking requirements were reviewed using the standards shown in Table C.1.

Table C.1 ADA Parking Standards

Total Spaces in Lot	Accessible Spaces Required
1-25	1 van
26-50	1 std. + 1 van
51 - 75	2 std. + 1 van
76-100	3 std. + 1 van
101-150	4 std. + 1 van
151-200	5 std. + 1 van
201-300	6 std. + 1 van
301-400	7 std. + 1 van
401-500	7 std. + 2 van
501-1000	2% of total spaces*
1001 and over	20 + (1 per 100 over 1000)*

Standard Accessible (std.) parking space is 8 foot minimum + 5 foot access aisle.

* One in every 8 accessible parking spaces must be a van accessible space with an 8 foot wide access aisle.

Table C.2 Space and Needs Parking Information

	Currently Available (1)	Currently Needed (2)	Available After Move-in (2)	Needed After Move-in (2)	5 Year (2)
Employee/Public Parking	342	429	442	503	571
City Standard Vehicle Parking	199	210	199	270	313
City Heavy Duty Vehicle Parking	169	172	169	196	227

(1) – Taken from Aerial Photography

(2) – Reported in Department Response to Questionnaire



D Needs and Space Summary

Through the individual interviews, responses to the questionnaires and general discussion with the department personnel during the tours of the site, a number of recommendations were made that will be considered in the next phase of the Master Plan development process. Some of those suggested improvements and comments impacting the current operation for both the buildings and the overall site are noted below in no particular order and may or may not be included in the final options that will be part of the Master Plan.

- Consider the consolidation of welding operations
- Centralized document storage
- Add a new Citizen Collection Station
- Centralize a trash collection point in the open air yard
- Compressed Natural Gas fueling is being evaluated
- Larger minnow ponds for vector control are needed
- Vehicle wash facility requires improvement
- Add a Museum Art storage area
- Conference and meeting room shortfalls exist at the MSC
- Lockers are needed for crews
- Steel building shelters for storage are needed
- New equipment enclosure needed
- Better yard lay out needed to improve capacity
- Some buildings are inoperable
- Shower facilities are poor and need to be improved.
- A better buffer is needed between the residential and MSC site
- Consider an oil dump for public and private use.
- Improve traffic stripping and sign maintenance
- Add back up generators for critical functions
- Add fire sprinklers to increase warehouse storage space
- Improve space and environmental controls for computer support systems



IV. MASTER PLAN (PHASE 2)

A. Letter Report

The following letter report was prepared in line with the project scope of work. The report is submitted in conjunction with the previously submitted and approved Needs & Space Analysis in order to provide the City with one complete Master Plan.

Letter Report:

Municipal Service Center Master Plan



January 19, 2009

January 19, 2009

**City of El Paso
Engineering Department
2 Civic Center Plaza
El Paso, Texas 79901**

**Attention: Mr. James W. Wolff
Project Manager**

Reference: Municipal Service Center Master Plan Letter Report

Dear Mr. Wolff:

In accordance with the Municipal Service Center (MSC) Master Plan project scope for 7969 San Paulo Drive, we have interviewed department heads, collected information, field investigated the conditions, and analyzed the data. A detailed Needs and Space Assessment was finalized and submitted to the City of El Paso on December 12, 2008. Those results are now presented through three master plan concepts on how the site can be improved to better meet the City's future needs.

The three separate concepts give the City of El Paso different approaches to improving the operational conditions at the MSC. Each conceptual plan has incorporated the needs that were reported in the earlier phase of the project. This letter report will focus on showing how the future needs of the site can be accommodated in various manners.

The planning for the future growth of the departments at the MSC involved forecasting the number of personnel, equipment, buildings and site area that would be required five years into the future. Each department was interviewed in the earlier Needs and Space phase of the project and the City Departments responded by providing their individual growth projections using their internal operational information and guidelines.

A preliminary (budgetary) estimate and proposed changes to existing uses summary is also included in the following descriptions.

CONCEPT A – All New Facilities (See Enclosure 1)

Existing Uses:

The existing uses of the site and the facilities are well documented in the Needs and Space phase of the report. Paragraphs III B.1. through III B.11. describe each department's current use of the site.

Accommodation of Future Uses/Needs:

This concept replaces all of the existing buildings with new buildings that increase office, storage, and workshop requirements to accommodate future needs. The parking and traffic circulation are also adjusted and a new Citizen Collection Station is added to the compound. The site improvements meet the future space needs that were reported by the departments.

Buildings and Structures – Many of the existing buildings are in very poor physical condition and are very energy inefficient. The new buildings under this concept give the designer the opportunity to follow the Leadership in Energy and Environmental Design (LEED) principals for water, energy, materials and indoor environmental quality. Among other principals under LEED, passive solar elements if included can significantly conserve energy.

A new consolidated welding shop is being proposed and sited on the west side of building #9. This activity may be placed under the General Services Department but will serve all MSC departments. A new centralized vehicle wash rack has been situated north of building #3. This activity may also be under the General Services Department but would again be used by all on-site departments. A new vector control building is relocated in this concept to the northeast quadrant of the site where minnow ponds, chemical storage rooms, and offices can be consolidated. The General Services Department has a new expanded lube pit in building #10. A new Streets Department Traffic Division building providing office and storage functions is planned for the northwest quadrant of the site. A Streets Department workshop providing sand bagging services including storage for other Streets Department functions is also proposed in this area of the site. The Parks Department has a new office, work shop and storage facility situated along the west side of the site meeting all of the future demands. A new office building is located along the south side of the site providing support to Parks, Streets and Environmental Services. Buildings #3 and #4 are centrally located for General Services, Financial Services and Cultural Affairs. The proposed area for all of these facilities is shown in the enclosed concept.

Site – The east side entrance under this concept will be improved dividing the inbound from the out bound traffic. Well defined traffic circulation signage and pavement markings will be introduced. To reduce the heat island effect around the structures, shading features would be introduced. All paved areas where heavy duty vehicles park or maneuver will be constructed of concrete paving. The Citizen Collection Station is relocated to the NW corner of the site. The area allowed for this operation is as planned by the Environmental Services Department. A centralized trash collection station will be placed just east of building #9. This station will have roll offs that collect all recyclable and land fill trash. A new parking area for employee, private, city standard, and city heavy vehicles has been added to the north central quadrant of the site. This activity will require that the existing Streets Department material stock piles be relocated to an off site location. Some material storage can be added to the expanded Streets Department yard located in the northwest quadrant. The gates along the southern boundary will be activated and security enhancements added across the site.

The future use of the site and the facilities as directly reported by the departments are documented in the Needs and Space phase of the report. Paragraphs III B.1. through III B.11.

describe each department's future intended use. The Department's reported future parking, building storage, workshop, office and special needs requirements are tabulated in each conceptual layout.

Budgetary Cost Estimate Concept A: \$ 18,100,000

Cost includes planning, design and construction.

**CONCEPT B – Remodeling of All Facilities with Additions for Future Use
(See Enclosure 2)**

Existing Uses:

The existing uses of the site and the facilities are well documented in the Space and Needs phase of the report. Paragraphs III B.1. through III B.11 describe each department's current use of the site.

Accommodation of Future Uses/Needs:

This concept remodels all of the existing buildings bringing them up to code compliance and adds additions to those specific facilities that are undersized in order to meet future needs. New parking areas were added to accommodate the future growth. The Citizen Collection Station is added to the primary compound.

Buildings and Structures – Many of the existing buildings are in very poor physical condition and are very energy inefficient. The remodeling of the buildings give the designer the opportunity to follow the Leadership in Energy and Environmental Design (LEED) principals for water, energy, materials and indoor environmental quality. Among other principals under LEED, passive solar elements if included can significantly conserve energy.

Site – Under this concept the traffic patterns are the same only enhanced with new signage and higher quality pavement markings. Existing pavement failures will be repaired and the entire paved site will receive a 1 1/2 inch overlay. A centralized trash collection station will be placed in the open area north of building #11. This station will have room for roll offs that collect all recyclable and land fill trash. The Citizen Collection Station is relocated to the NW corner of the site. The area allowed for this operation is as planned by the Environmental Services Department. A new parking area for employee, private, city standard, and city heavy vehicles has been added to the north central quadrant of the site. This activity will require that the existing Streets Department material stock piles be relocated to an off site location or reduced in size and placed in the expanded Streets Department yard area at the northwest corner of the site.

The future uses of the site and the facilities are documented in the Needs and Space phase of the report. Paragraphs III B.1. through III B.11. describe each department's future use of the site. The Department's reported future parking, building storage, workshop, office and special needs requirements are tabulated in each conceptual layout.

Budgetary Cost Estimate Concept B: \$10,400,000

Cost includes planning, design and construction

CONCEPT C – All New Facilities in a Consolidated Lay-out (See Enclosure 3):

Existing Uses:

The existing uses of the site and the facilities are well documented in the Space and Needs phase of the report. Paragraphs III B.1. through III B.11 describe each department's current use of the site.

Accommodation of Future Uses/Needs:

This concept replaces all of the existing buildings with a new centralized building increasing office, storage, and workshops to accommodate future needs. The parking and traffic circulation are also adjusted and a new Citizen Collection Station is added to the compound. The site improvements meet the future space needs that were reported by the departments.

Buildings and Structures – Many of the existing buildings are in very poor physical condition and are very energy inefficient. This concept proposes a centralized new building housing all of the departments. The new building gives the designer the opportunity to follow the Leadership in Energy and Environmental Design (LEED) principals for water, energy, materials and indoor environmental quality. Among other principals under LEED, passive solar elements if included can significantly conserve energy.

By consolidating all departments under one roof you gain efficiencies in operation and reductions in general construction costs. Departments can review personnel resources and determine which services can be shared. Each department's primary administrative staff could occupy separate sections of the building but one centralized entrance could receive all visitors to the complex offering more control. Internal duplicated operational services could be combined if deemed appropriate.

The heating, ventilating, and air conditioning systems will be combined thus resulting in a significant savings in energy and efficiency of operation. The communications system for the building will also be housed in this one centralized location also improving the efficiency and operation of these services.

The Parks Department can continue to be housed immediately adjacent to the centralized building or can be merged into the single complex. This decision should be made by the design consultant once the design of the centralized building is undertaken.

Site – The east side entrance under this concept will be improved by dividing the inbound from the out bound traffic on either side of the fueling station. Well defined traffic circulation signage and pavement markings will be introduced into the complex. To reduce the heat island effect around the structures, shading features will be introduced. All areas where heavy duty vehicles

maneuver and park will be constructed of concrete paving while other lower weight vehicle maneuver and parking areas will be asphalt paving. A centralized trash collection station will be placed on the north side of the main complex building #1. This station will have room for roll offs that collect all recyclable and land fill trash. The Citizen Collection Station is relocated to the NW corner of the site. The area allowed for this operation is as planned by the Environmental Services Department. A new parking area for employee, private, city standard, and city heavy vehicles has been added to the north central quadrant of the site. This activity will require that the existing Streets Department material stock piles be relocated to an off site location or reduced in size and placed in the expanded Streets Department yard area at the northwest corner of the site. A combination city standard and private parking area has also been added to the south side of building #1. The gates along the southern boundary will be activated and security enhancements added across the site.

The future uses of the site and the facilities are documented in the Needs and Space phase of the report. Paragraphs III B.1. through III B.11. describe each department's future use of the site. The Department's reported future parking, building storage, workshop, office and special needs requirements are tabulated in each conceptual layout.

Budgetary Cost Estimate: \$15,300,000
Cost includes planning, design and construction.

PROPOSED CHANGES TO EXISTING USES:

The following are proposed changes to existing uses that resulted from our analysis and from departmental interviews.

- Relocate the existing Police Impound Lot off site.
- Relocate the existing Citizen Collection Station to the primary MSC compound.
- Relocate the existing large roadway material stock piles off site.
- Eliminate exiting trash piles with a centralized trash collection station.
- Clearly define and maintain traffic patterns.
- Consolidate all of the welding operations.
- Consolidate and centralize document storage.
- Improve the buffer between residential areas and the MSC.
- Add a waste oil dump to the Citizen Collection Station (CCS)

EVALUATION MATRIX (See Enclosure 4):

Key factors that will go towards determining the course of action have been summarized into an evaluation matrix. The color based matrix will aid the reviewer in quickly focusing in on how the three concepts compare with each other.

CONCLUSION:

The three separate concepts in conjunction with the evaluation matrix give the City of El Paso tools to assist in making the decision as to what capital improvement to pursue. The master plan will also assist the future designer in preparing detailed site concept plans based on the direction that is selected.

Sincerely,

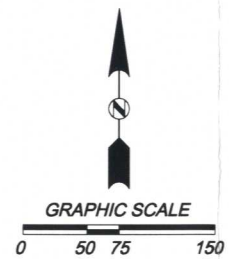
Edward Drusina, P.E.
Senior Project Manager

Enclosures

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ED/hs



ENCLOSURE 1



FUTURE USE
BUILDING DATA

DEPT	Bldg Stg (sf)	Workshop (sf)	Office (sf)	Special Needs (sf)
ES	1,925	4,675	6,401	1,405
STREETS	22,236	6,800	5,395	120
GS	3,474	41,033	7,000	0
PARKS	10,335	8,325	1,450	720
POLICE	0	0	0	0
FIN SVCS	15,913	0	1,500	0
DEV SVCS	0	0	400	0
IT	1,155	0	120	0
PUB HLTH	0	0	0	0
CUL AFFR	1,000	0	0	0
TOTALS	56,038	60,833	22,266	2,245

LEGEND

ES = ENVIRONMENTAL SERVICES DEPT.
GS = GENERAL SERVICES DEPT.
FIN SVCS = FINANCIAL SERVICES DEPT.
DEV SVCS = DEVELOPMENTAL SERVICES DEPT.
IT = INFORMATION TECHNOLOGY DEPT.
PUB HLTH = PUBLIC HEALTH DEPT.
CUL AFFR = CULTURAL AFFAIRS DEPT.

→ = TRAFFIC FLOW

FUTURE USE
PARKING DATA

TYPE	# of Spaces Required	# of Spaces Available
Employee & Private (PP)	571	636
City Standard Vehicles (CS)	313	368
City Heavy Duty Vehicles (CH)	227	230

BUILDING LEGEND

- 1 OFFICE BUILDING - 19,100 SF
Park & Recreation Dept.
Environmental Services Dept.
Streets Dept.

2 VEHICLE WASH FACILITY - 1,200 SF

3 WORKSHOP, BUILDING STORAGE - 26,852 SF
General Services Dept.

4 BUILDING STORAGE - 17,500 SF
Financial Services Dept.

5 BUILDING STORAGE - 1,000 SF
Cultural Affairs

6 OFFICE, WORKSHOP, BUILDING STORAGE - 18,700 SF
Parks & Recreation Dept.
- 7 OFFICE, WORKSHOP, BUILDING STORAGE - 14,070 SF
Streets Dept. - Traffic

8 WORKSHOP - 3,000 SF
General Services Dept.
Welding Shop

9 WORKSHOP - 12,000 SF
General Services Dept.

10 WORKSHOP - 5,400 SF
General Services Dept.

11 OFFICE BUILDING - 240 SF
General Services Dept.

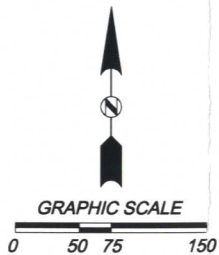
12 WORKSHOP - 1,700 SF
Streets Dept.

13 OFFICE BUILDING - 1,900 SF
Environmental Services Dept.





ENCLOSURE 2



FUTURE USE
BUILDING DATA

DEPT	Bldg Stg (sf)	Workshop (sf)	Office (sf)	Special Needs (sf)
ES	1,925	4,675	6,401	1,405
STREETS	22,236	6,800	5,395	120
GS	3,474	41,033	7,000	0
PARKS	10,335	8,325	1,450	720
POLICE	0	0	0	0
FIN SVCS	15,913	0	1,500	0
DEV SVCS	0	0	400	0
IT	1,155	0	120	0
PUB HLTH	0	0	0	0
CUL AFFR	1,000	0	0	0
TOTALS	56,038	60,833	22,266	2,245

LEGEND

ES = ENVIRONMENTAL SERVICES DEPT.
GS = GENERAL SERVICES DEPT.
FIN SVCS = FINANCIAL SERVICES DEPT.
DEV SVCS = DEVELOPMENTAL SERVICES DEPT.
IT = INFORMATION TECHNOLOGY DEPT.
PUB HLTH = PUBLIC HEALTH DEPT.
CUL AFFR = CULTURAL AFFAIRS DEPT.

FUTURE USE
PARKING DATA

TYPE	# of Spaces Required	# of Spaces Available
Employee & Private (PP)	571	600
City Standard Vehicles (CS)	313	370
City Heavy Duty Vehicles (CH)	227	227

BUILDING LEGEND

- 1 OFFICE BUILDING
Park & Recreation Dept.
Environmental Services Dept.
Streets Dept.

2 FINANCIAL SERVICES DEPT.
Property Control

3 GENERAL SERVICES DEPT.
Administration

4 GENERAL SERVICES DEPT.
Heavy Equipment Shop

5 GENERAL SERVICES DEPT.
Small Vehicle Shop
Wash Rack, Welding Shop

6 GENERAL SERVICES DEPT.
Lube Building
- 7 GENERAL SERVICES DEPT.
Fuel Station

8 STREETS DEPT.
Traffic & Signal Signs

9 STREETS DEPT.
Metal Storage Building (Future)

10 PARKS & RECREATION DEPT.
Welding, Plumbing, Pool,
Electric Shops

11 PARKS & RECREATION DEPT.
Shower & Locker Building
Parks - Mechanical & Plumbing Shops

12 GENERAL SERVICES DEPT.
Small Vehicle Maintenance Shop,
Tire Shop & Storage

13 ENVIRONMENTAL SERVICES DEPT.
Vector Control
- 14 STREETS DEPT.
Chemical Storage Room

15 PARKS & RECREATION DEPT.
Carpenter Shop

16 STREETS DEPT.
Planning, Quality Control
Resurfacing & Engineering

17 STREETS DEPT.
Sandbag Manufacture

18 STREETS DEPT.
Welding Shop
Miscellaneous Storage
(Not In Use)

19 WELLNESS CENTER
(Not In Use)

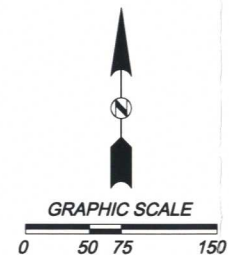
1 BUILDING ADDITION - 2,400 SF
Parks & Recreation Dept. - 600 SF
Environ. Services Dept. - 1,800 SF

5 STORAGE ADDITION - 7,000 SF
Parks & Recreation Dept.





ENCLOSURE 3



FUTURE USE
BUILDING DATA

DEPT	Bldg Stg (sf)	Workshop (sf)	Office (sf)	Special Needs (sf)
ES	1,925	4,675	6,401	1,405
STREETS	22,236	6,800	5,395	120
GS	3,474	41,033	7,000	0
PARKS	10,335	8,325	1,450	720
POLICE	0	0	0	0
FIN SVCS	15,913	0	1,500	0
DEV SVCS	0	0	400	0
IT	1,155	0	120	0
PUB HLTH	0	0	0	0
CUL AFFR	1,000	0	0	0
TOTALS	56,038	60,833	22,266	2,245

LEGEND

ES = ENVIRONMENTAL SERVICES DEPT.
GS = GENERAL SERVICES DEPT.
FIN SVCS = FINANCIAL SERVICES DEPT.
DEV SVCS = DEVELOPMENTAL SERVICES DEPT.
IT = INFORMATION TECHNOLOGY DEPT.
PUB HLTH = PUBLIC HEALTH DEPT.
CUL AFFR = CULTURAL AFFAIRS DEPT.

→ = TRAFFIC FLOW

FUTURE USE
PARKING DATA

TYPE	# of Spaces Required	# of Spaces Available
Employee & Private (PP)	571	636
City Standard Vehicles (CS)	313	358
City Heavy Duty Vehicles (CH)	227	230

BUILDING LEGEND

- 1 OFFICE, WORKSHOP, BUILDING STORAGE, SPECIAL NEEDS - 120,500 SF
Parks & Recreation Dept.
Environmental Services Dept.
Streets Dept. - Traffic
General Services Dept.
Financial Services Dept.
Developmental Services Dept.
Information Technology Dept.
Cultural Affairs Dept.
- 2 VEHICLE WASH FACILITY - 1,200 SF
- 6 WORKSHOP, BUILDING STORAGE - 18,700 SF
Parks & Recreation Dept.
- 11 OFFICE BUILDING - 240 SF
General Services Dept.



ENCLOSURE 4

ENCLOSURE 4

EVALUATION MATRIX				
	FACTORS	CONCEPTS		
		A	B	C
BUILDING	Improved Efficiency	+	o	++
	LEED Certification Opportunities	++	o	++
	Constructability	+	-	++
	Department Consolidation	-	-	++
	Ease of Department Interaction	-	-	++
	Building Storage	++	++	++
	Quality of Facilities	++	+	++
	Positive Employee Impact	++	+	++
SITE	Traffic Circulation	++	o	++
	Meets Parking Requirements	++	++	++
	Citizen Collection Station	++	++	++
	Material Storage	-	-	-
	Security	+	+	+
	Constructability	+	+	+
	Construction Cost	-	++	+

Key:

++ Significantly Positive
+ Positive
o Neutral
- Negative



**EXHIBIT A
CURRENT USE OF SPACE**

**EXHIBIT A
CURRENT USE OF SPACE**

ENVIRONMENTAL SERVICES					
	# people	storage sf	work shop sf	office sf	spec.needs (conf. rms, chemical storage)
	cur.	cur.	cur.	cur	cur
Engr Bldg1 & PB	5	100	0	628	0
Collections Bldg1	66	0	0	593	544
Sp Col Bldg1 & PB	0	0	0	0	0
Cont/fleet PB	3	0	2000	320	0
Vector Bldg12	10	0	525	2100	400
Code Bldg1	0	0	0	0	0
Bldg 1	1	150	0	36	0
CustServ Bldg1	14	0	0	1022	0
Air Bldg1	0	0	0	0	0
Admin Bldg1	4	0	0	436	0
Finance Bldg1	14	1100	0	643	0
Total	103	1350	2525	5135	944

NOTES:

Cont/Fleet & PB - 320SF @ MSC Bldg 1 & 2000SF welding under canopy

STREETS DEPARTMENT					
	# people	storage sf	work shop sf	office sf	spec.needs (conf. rms, chemical storage)
	cur.	cur.	cur.	cur	cur
Equipment/Logistics	5	1002	0	119	882
Contract Management	19	0	0	1601	0
Administration	16	0	0	2538	0
Street Maintenance	56	94666	1248	534	0
Signs and Markings	24	6458	3708	120	0
Traffic Signals	28	67416	1186	335	0
Graffiti Removal	16	432	0	120	0
Street Sweeping	21	0	0	123	0
Street Medians	0	0	0	0	0
Total	185	169974	6142	5490	882

Street Maintenance - 10,740 sqft is office space and secure material storage (some of this in in Bldg. 11, Bldg. 3 and the chemical storage room); 83,350 qftis accounts for storate of millings, base course, construction materials, medians landscaping
Traffic Signals - 3,294 is office and indoor maintenance areas and the 64,122(1.47 acres) is used for outdoor storage facilities.

Street Medians has 15 positions currently at Delta, after the move to the new MSC, the supervisor and employees will move to the existing MSC.

**EXHIBIT A
CURRENT USE OF SPACE**

GENERAL SERVICES					
	# people	storage sf	work shop sf	office sf	spec.needs (conf. rms, chemical storage)
	cur.	cur.	cur.	cur	cur
Overall	70				
Bldg 7		P	240	P	P
Bldg 6		P	3600	P	P
Bldg 11		P	12000	P	P
Bldg 4		P	16378	P	P
Bldg 3		1200	515	7000	P
Bldg 5		P	6500	P	P
Total	70	1200	39233	7000	P

PARKS DEPARTMENT					
	# people	storage sf	work shop sf	office sf	spec.needs (conf. rms, chemical storage)
	cur.	cur.	cur.	cur	cur
Overall	45				
Bldg 1		30	0	470	420
Bldg 2		0	0	0	0
Bldg 9		700	5600	300	0
Bldg 10		1550	1550	0	300
Bldg 14		1175	1175	100	0
(2) Portables North of Bldg 10		480	0	0	0
Total	45	3935	8325	870	720

LEGEND:

P - Pending submission of Information
PP - Proposed

**EXHIBIT A
CURRENT USE OF SPACE**

FINANCIAL SERVICES					
	# people	storage sf	work shop sf	office sf	spec.needs (conf. rms, chemical storage)
	cur.	cur.	cur.	cur	cur
Overall	3				
Bldg 2	3	15913	0	1500	0
Total	6	15913	0	1500	0

DEVELOPMENT SERVICES					
	# people	storage sf	work shop sf	office sf	spec.needs (conf. rms, chemical storage)
	cur.	cur.	cur.	cur	cur
Overall	10	0	0	200	0
Bldg 2	10	0	0	200	0
Total	10	0	0	200	0

INFORMATION TECHNOLOGY					
	# people	storage sf	work shop sf	office sf	spec.needs (conf. rms, chemical storage)
	cur.	cur.	cur.	cur	cur
Bldg 1		150	0	0	0
Bldg 2	2	234	P	120	0
Bldg 6		100	0	0	0
Bldg 8		120	0		0
Bldg 9		100	0	0	0
Bldg 10		100	0	0	0
Bldg 12		151	0	0	0
Bldg 14		100	0	0	0
Bldg 16		100	0	0	0
Total	2	1155	0	120	0

LEGEND:

P - Pending submission of Information
PP - Proposed



**EXHIBIT B
FUTURE USE OF SPACE**

**EXHIBIT B
FUTURE USE OF SPACE**

ENVIRONMENTAL SERVICES										
	# people		storage sf		work shop sf		office sf		spec.needs (conf. rms, chemical storage)	
	af. Mv	5yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr
Engr Bldg1 & PB	0	0	100	100	0	0	0	0	2	3
Collections Bldg1	66	73	0	0	0	0	593	953	402	402
Sp Col Bldg1 & PB	29	31	75	75	75	75	108	144	0	0
Cont/fleet PB	9	9	0	0	2400	2400	600	600	0	0
Vector Bldg12	10	13	0	0	1800	1800	2100	2100	600	1000
Code Bldg1	52	62	100	100	0	0	2100	2532	0	0
Bldg 1	5	6	150	150	0	0	36	72	0	0
CustServ Bldg1	0	0	0	0	0	0	0	0	0	0
Air Bldg1	0	0	400	400	400	400	0	0	0	0
Admin Bldg1	0	0	0	0	0	0	0	0	0	0
Finance Bldg1	0	0	1100	1100	0	0	0	0	0	0
Total	171	194	1925	1925	4675	4675	5537	6401	1004	1405

NOTES:

Cont/Fleet & PB - 320SF @ MSC Bldg 1 & 2000SF welding under canopy

STREETS DEPARTMENT										
	# people		storage sf		work shop sf		office sf		spec.needs (conf. rms, chemical storage)	
	af. Mv	5yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr
Equipment/Logistics	5	6	1002	1002	0	0	0	0	120	120
Contract Management	8	10	0	0	0	0	1601	1700	0	0
Administration	0	0	0	0	0	0	0	0	0	0
Street Maintenance	56	59	94666	94666	1248	1300	2538	2700	0	0
Signs and Markings	24	26	6458	6700	3708	4000	120	170	0	0
Traffic Signals	28	30	67416	67416	1186	1500	335	450	0	0
Graffiti Removal	16	17	432	500	0	0	120	200	0	0
Street Sweeping	21	24	0	0	0	0	123	175	0	0
Street Medians	15	16	0	0	0	0	0	0		
Total	173	188	169974	170284	6142	6800	4837	5395	0	120

Street Maintenance - 10,740 sqft is office space and secure material storage (some of this in in Bldg. 11, Bldg. 3 and the chemical storage room); 83,350 qftis accounts for storate of millings, base course, construction materials, medians landscaping rocks, sand, heavy equipment, sand bag
 Traffic Signals - 3,294 is office and indoor maintenance areas and the 64,122(1.47 acres) is used for outdoor storage facilities.

Street Medians has 15 positions curently at Delta, after the move to the new MSC, the supervisor and employees will move to the existing MSC.

**EXHIBIT B
FUTURE USE OF SPACE**

GENERAL SERVICES

	# people		storage sf		work shop sf		office sf		spec.needs (conf. rms, chemical storage)	
	af. Mv	5yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr
Overall	72	80								
Bldg 7			P	P	240	240	P	P	P	P
Bldg 6			P	P	3600	5400	P	P	P	P
Bldg 11			P	P	12000	12000	P	P	P	P
Bldg 4			P	P	16378	16378	P	P	P	P
Bldg 3			3474	3474	515	515	7000	7000	0	0
Bldg 5			P	P	6500	6500			P	P
Total	72	80	3474	3474	39233	41033	7000	7000	0	0

PARKS DEPARTMENT

	# people		storage sf		work shop sf				spec.needs (conf. rms, chemical storage)	
	af. Mv	5yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr
Overall	49	60								
Bldg 1			430	430	0	0	1050	1050	420	420
Bldg 2 PP			6000	6000	0	0	0	0	0	0
Bldg 9			700	700	5600	5600	300	300	0	0
Bldg 10			1550	1550	1550	1550			300	300
Bldg 14			1175	1175	1175	1175	100	100	0	0
(2) Portables North of Bldg 10			480	480	0	0	0	0	0	0
Total	49	60	10335	10335	8325	8325	1450	1450	720	720

FINANCIAL SERVICES

	# people		storage sf		work shop sf		office sf		spec.needs (conf. rms, chemical storage)	
	af. Mv	5yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr
Overall	3	3								
Bldg 2			15913	15913			1500	1500	0	0
Total	3	3	15913	15913	0	0	1500	1500	0	0

LEGEND:

P - Pending submission of Information
PP - Proposed

**EXHIBIT B
FUTURE USE OF SPACE**

DEVELOPMENT SERVICES										
	# people		storage sf		work shop sf		office sf		spec.needs (conf. rms, chemical storage)	
	af. Mv	5yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr
Overall	10	22	0	0			200	400		
Bldg 2	10	22	0	0	0	0	200	400	0	0
Total	10	22	0	0	0	0	200	400	0	0

INFORMATION TECHNOLOGY										
	# people		storage sf		work shop sf		office sf		spec.needs (conf. rms, chemical storage)	
	af. Mv	5yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr
Bldg 1	2	2	150	150	0	0	0	0	0	0
Bldg 2			234	234	0	0	120	120	0	0
Bldg 6			100	100	0	0	0	0	0	0
Bldg 8			120	120	0	0	0	0	0	0
Bldg 9			100	100	0	0	0	0	0	0
Bldg 10			100	100						
Bldg 12			151	151						
Bldg 14			100	100						
Bldg 16			100	100						
Total	2	2	1155	1155	0	0	120	120	0	0

MUSEUM AND CULTURAL AFFAIRS										
	# people		storage sf		work shop sf		office sf		spec.needs (conf. rms, chemical storage)	
	af. Mv	5yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr	af. Mv	5 yr
Overall	0	0	1000	1000	0	0	0	0	0	0
Bldg TBD			1000	1000	0	0	0	0	0	0
Total	0	0	1000	1000	0	0	0	0	0	0



EXHIBIT C
CURRENT BUILDING USE



CURRENT BUILDING USE

BLDG	Adjusted Gross SF *	Reported SF	Comment
1 ES,ST,PK	12,914	Incomplete	Administration
2,3 GS,ST,FS	13,362	23,309	ST=896: GS=6,500: FS=15,913
4 GS	11,160	11,160	Heavy Vehicle Maint.
5 GS	3,615	3,615	Small Vehicle Maint. & Welding
6 GS	2,423	2,423	Lube Pit
7 GS	238	238	Fuel Bldg.
8 ST **	12,477	12,477	Traffic
9 PK	4,747	4,747	Shops
10 PK	2,508	2,508	Storage
11 GS,ST	10,572	Incomplete	
12 ES	1,315	1,315	Vector Control
13 ST	490	490	Chemical Storage
14 PK	1,756	1,756	Carpentry
14b ST	508	508	Engineering
16 ST	1,188	1,188	Sand Bagger
17 ST	1,659	1,659	Welding & Storage
20 Vacant	n/a	n/a	Trailer Not Occupied

ES = ENVIRONMENTAL SERVICES
ST = STREET DEPT.
PK = PARKS DEPT.
GS = GENERAL SERVICES
FS = FINANCIAL SERVICES

* THE ADJUSTED GROSS S.F. WAS CALCULATED USING THE GROSS SQUARE FOOTAGE (GSF) AS PROVIDED, MULTIPLIED BY TIMES SEVENTY PERCENT (GSA x 0.70)

** BUILDING 8a IS SCHEDULED TO BE CONSTRUCTED BUT NO SPECIFIC TIME FRAME WAS PROVIDED.

BUILDING LEGEND		
1 OFFICE BUILDING Park & Recreation Dept. Environmental Services Dept. Streets Dept.	7 GENERAL SERVICES DEPT. Service Station	13 STREETS DEPT. Chemical Storage Room
2 FINANCIAL SERVICES DEPT. Property Control	8 STREETS DEPT. Traffic & Signal Signs	14 PARKS & RECREATION DEPT. Carpenter Shop
2a GENERAL SERVICES DEPT. Building Maintenance & Storage	8a STREETS DEPT. Metal Storage Building (Future)	14b STREETS DEPT. Planning, Quality Control Resurfacing & Engineering
3 GENERAL SERVICES DEPT. Administration	9 PARKS & RECREATION DEPT. Welding, Plumbing, Pool, Electric Shops	16 STREETS DEPT. Sandbag Manufacture
4 GENERAL SERVICES DEPT. Heavy Equipment Shop	10 PARKS & RECREATION DEPT. Shower & Locker Building Parks - Mechanical & Plumbing Shops	17 STREETS DEPT. Welding Shop Miscellaneous Storage
5 GENERAL SERVICES DEPT. Small Vehicle Shop Wash Rack, Welding Shop	11 GENERAL SERVICES DEPT. Small Vehicle Maintenance Shop, Tire Shop & Storage	20 WELLNESS CENTER (Not In Use)
6 GENERAL SERVICES DEPT. Lube Building	12 ENVIRONMENTAL SERVICES DEPT. Vector Control	





**EXHIBIT D
CURRENT USE OF OPEN AIR AREA**



CURRENT OPEN AIR USAGE

ES - ENVIRONMENTAL	271,965	S.F.
ST - STREETS	302,169	S.F.
GS - GENERAL SERVICES	249,094	S.F.
PK - PARKS	121,901	S.F.
PL - POLICE	81,402	S.F.
FS - FINANCIAL SERVICES DEPT.	35.941	S.F.
EP - EMPLOYEE / PUBLIC PARKING	175,250	S.F.
TOTAL	1,237,722	S.F.

1 OFFICE BUILDING Park & Recreation Dept. Environmental Services Dept. Streets Dept.	7 GENERAL SERVICES DEPT. Service Station	13 STREETS DEPT. Chemical Storage Room
2 FINANCIAL SERVICES DEPT. Property Control	8 STREETS DEPT. Traffic & Signal Signs	14 PARKS & RECREATION DEPT. Carpenter Shop
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6 GENERAL SERVICES DEPT. Lube Building	12 ENVIRONMENTAL SERVICES DEPT. Vector Control	





EXHIBIT E
CURRENT AND FUTURE VEHICLE PARKING



SPACE AND NEEDS PARKING INFORMATION

	Currently Available (1)	Currently Needed (2)	Available After Move-in (2)	Needed After Move-in (2)	5 Year (2)
Employee / Public Parking	342	429	442	503	571
City Standard Vehicle Parking	199	210	199	270	313
City Heavy Duty Vehicle Parking	169	172	169	196	227

- (1) - Taken from Aerial Photography
(2) - Reported in Department Response to Questionnaire

BUILDING LEGEND		
1 OFFICE BUILDING Park & Recreation Dept. Environmental Services Dept. Streets Dept.	7 GENERAL SERVICES DEPT. Service Station	13 STREETS DEPT. Chemical Storage Room
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6 GENERAL SERVICES DEPT. Lube Building	12 ENVIRONMENTAL SERVICES DEPT. Vector Control	





APPENDIX I

Existing Municipal Service Center (MSC) Needs Assessment
Questionnaire

1. Currently, how many personnel from your staff work at the existing MSC? How many will work at the existing MSC following the opening of the new MSC building in December '08? How many personnel will work in the existing MSC in five years?
2. What sections and divisions by title do you have at the existing MSC? How many will you have following the opening of the new MSC? How many will you have there in five years?
3. Provide a building floor plan that shows the current area that your staff is using at the existing MSC. Provide the total square footage you use per building. Include all uses such as office, storage, hallways, bathrooms, maintenance closets, break areas, locker rooms, shops, vehicle equipment storage, etc.
4. Provide an organizational chart of your department. Mark on the chart what existing sections and divisions are located at the MSC. Also provide the following:
 - a. Current staffing table that shows the staffing in the various sections and divisions within the department located at the existing MSC.
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5. Provide your space needs in square feet, for office, shop, covered & enclosed storage space, material storage etc. at the existing MSC by building number. Provide your space needs at the existing MSC following the opening of the new MSC building in December '08. Provide your space needs at the existing MSC in five years?
6. Provide the number of city vehicle and private vehicle parking spaces that you require at the existing MSC. Provide the number of parking spaces you will need after the opening of the new MSC. Provide the number of parking spaces you will need in five years.
7. Describe your need to interact with other departments located at the existing MSC.
8. Provide how many visitors from the general public you receive daily.
9. Provide a brief description of the special needs your department has such as conference rooms, lockers, libraries, environmental storage, emergency material stock piles, etc.
10. In order to determine what short falls exist in the Information Technology (IT) supported communication system, provide all of your IT needs for each building at the existing MSC. Provide the number of telephone lines, computers, fax machines, network printers, scanners etc.

Existing Municipal Service Center Needs Assessment
Questionnaire (continued)

11. Does the existing MSC serve all of your space needs today? Will it serve all of your space needs following the opening of the new MSC building in December '08? Will it meet all of your space needs in five years?

If not, please explain why not and specifically describe what space adjustment would meet your needs.

12. Specifically address any traffic circulation problems.

Existing Municipal Service Center (MSC) Needs Assessment
Questionnaire
Environmental Services Department

The Responses to the following questions are contained in the attached sheets.

1. Currently, how many personnel from your staff work at the existing MSC? How many will work at the existing MSC following the opening of the new MSC building in December '08? How many personnel will work in the existing MSC in five years? **See Attached**
2. What sections and divisions by title do you have at the existing MSC? How many will you have following the opening of the new MSC? How many will you have there in five years? **See Attached**
3. Provide a building floor plan that shows the current area that your staff is using at the existing MSC. Provide the total square footage you use per building. Include all uses such as office, storage, hallways, bathrooms, maintenance closets, break areas, locker rooms, shops, vehicle equipment storage, etc. **See Attached**
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8. Provide how many visitors from the general public you receive daily. **See Attached**
9. Provide a brief description of the special needs your department has such as conference rooms, lockers, libraries, environmental storage, emergency material stock piles, etc. **See Attached**

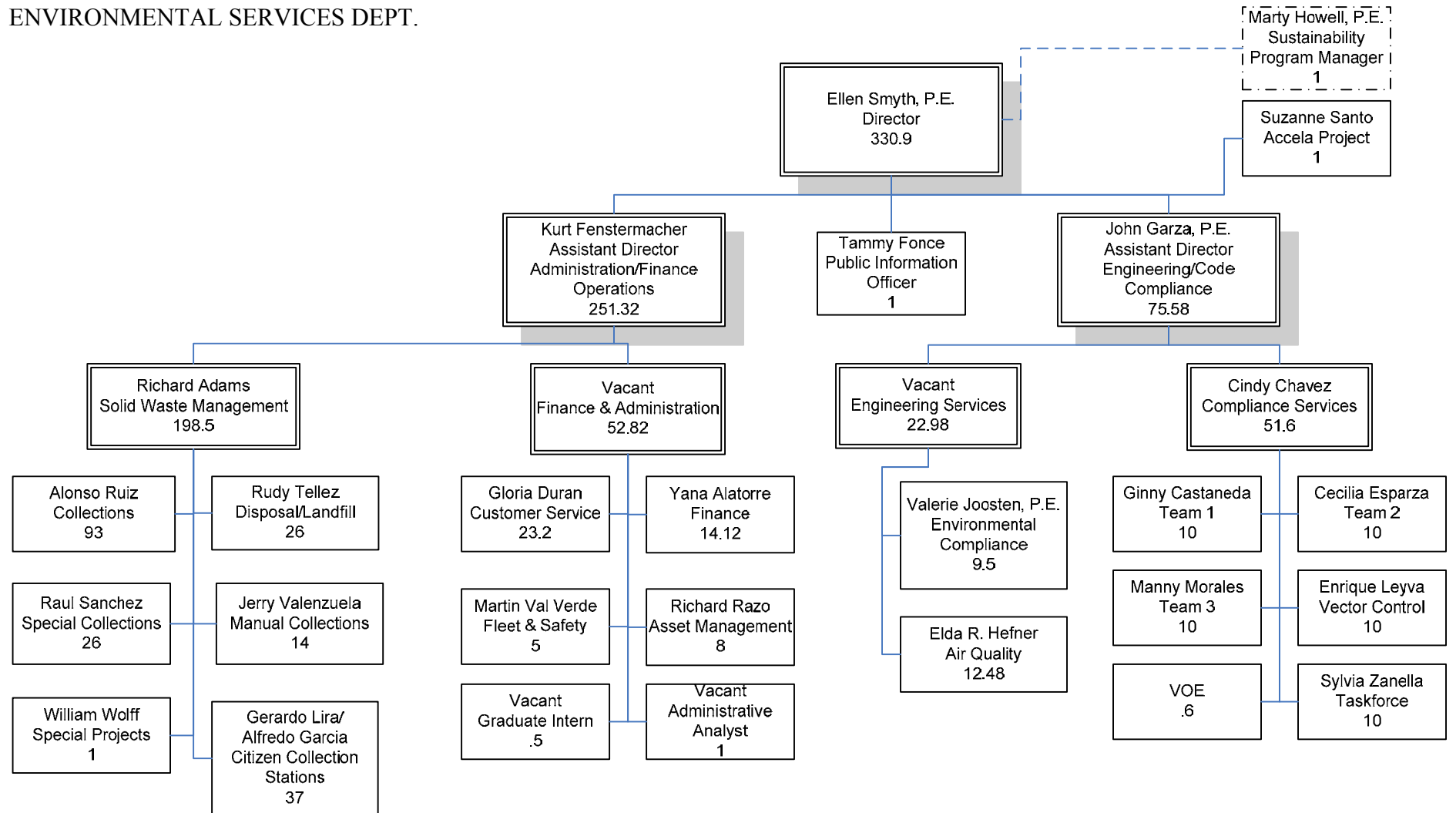
10. In order to determine what short falls exist in the Information Technology (IT) supported communication system, provide all of your IT needs for each building at the existing MSC. Provide the number of telephone lines, computers, fax machines, network printers, scanners etc. **See Attached**

11. Does the existing MSC serve all of your space needs today? Will it serve all of your space needs following the opening of the new MSC building in December '08? Will it meet all of your space needs in five years? **See Attached**

If not, please explain why not and specifically describe what space adjustment would meet your needs.

12. Specifically address any traffic circulation problems. **See Attached**

ENVIRONMENTAL SERVICES DEPT.



OLD MSC ONLY

Environmental Services Department

	# people			city veh.			H.D. city veh.			private veh				storage sf				work shop sf				office sf				Visitors				spec.needs (conf. rms,				trash/recycle O.D. s				Vehicle wash sf				CNG sf				lockers			
	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr								
Engr Bldg1 & PB	5	0	0	4	4	6	0	0	0	5	7	8	100	100	100	0	0	0	628	0	0	0	2	0	0	0	0	2	3	0	0	0	0	0	0	0	0	0	0	0	2	3							
Collections Bldg1	66	66	73	12	12	14	70	70	80	68	68	75	0	0	0	0	0	0	593	593	953	0	0	0	544	402	402	0	0	0	0	4000	4000	0	22000	22000	30	66	73										
Sp Col Bldg1 &PB	0	29	31	1	4	5	0	22	25	6	29	32	0	75	75	0	75	75	0	108	144	0	1	1	0	0	0	0	1350	1350	0	0	0	0	0	0	0	0	26	29									
Cont/fleet PB	3	9	9	5	8	10	0	2	2	3	9	9	0	0	0	2000	2400	2400	320	600	600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	9										
Vector Bldg12	10	10	13	17	17	17	1	1	1	2	2	5	0	0	0	525	1800	1800	2100	2100	2100	0	0	0	400	600	1000	0	0	0	0	0	0	0	0	0	0	10	13										
Code Bldg1	0	52	62	4	42	44	0	0	0	4	42	44	0	100	100	0	0	0	0	2100	2532	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52	62									
Bldg 1	1	5	6	1	1	2	12	12	14	8	12	15	150	150	150	0	0	0	36	36	72	0	0	0	0	0	0	0	87500	87500	0	0	0	0	0	0	0	11	13										
CustServ Bldg1	14	0	0	2	2	2	0	0	0	14	13	13	0	0	0	0	0	0	1022	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
Air Bldg1	0	0	0	2	14	14	0	0	0	2	14	16	0	400	400	0	400	400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	11											
Admin Bldg1	4	0	0	2	3	3	0	0	0	2	2	2	0	0	0	0	0	0	436	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
Finance Bldg1	14	0	0	1	1	1	0	0	0	14	14	14	1100	1100	1100	0	0	0	643	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										

Total1031711945010711783107122114198219135019251925252546754675513555376401153394410041405088850888500400040000220002200030187213

NOTES:
Cont/Fleet & PB - 320SF @ MSC Bldg 1 & 2000SF welding under canopy

Overall Department Summary of Building Usage Requirement:

	Current	After Move In	In Five Years
Storage sf	47753	54728	56038
Work Shop sf	87847	89997	92855
Office sf	20315	20644	22266
Specified Needs sf	2546	1844	2245

MEETING MINUTES

To: City of El Paso Date: October 7, 2008
Engineering Department Project No./File Code: 08121/R
El Paso, Texas Meeting Date: October 1, 2008
ATTN: James M. Wolff Time/Location: 10:00 am/City Hall

Municipal Service Center Master Plan – Environmental Services (ES) Interview

ATTENDEES: Ms. Ellen Smyth Director, Mr. John Garza ES, Kurt Fenstermacher ES, Mr. James Wolff Engineering, Ms. Valerie Joosten, P.E. Environmental Services; Miguel Para Environmental Services; Ed Drusina, P.E. MCi

The following information is our understanding of the discussions and decisions pertaining to the above-mentioned meeting. Please advise Moreno Cardenas Inc., in writing, of any revisions, deletions, or corrections within five (5) days of receipt of this document or this document will be considered an accurate documentation of the meeting and we will proceed accordingly.

1. INTRODUCTIONS – Mr. Edward Drusina lead the meeting and provided a general over view of the project, schedule, and work accomplished to date.
2. GENERAL DISCUSSION – Ms Ellen Smyth provided some specific information as to why Engineering is included in the study. They are responsible for preparing a needs type study for the entire City of El Paso. The Museum is being included because they have demonstrated a need to store public art out side of City Hall. They had a facility near Bowie that is in poor condition so they need something else. The Health district only has vans parked at the MSC. The following are some of the key points that were discussed by all present.
 - A. The specific numbers of personnel at the site will be provided as part of the response to the questionnaire that will be turned in on Friday.
 - B. The first floor of building #2 does not have an agreement with the space that the Streets is vacating. (Streets and GS believe that there is an agreement)
 - C. There was discussion about how people will be shifted around when the new MSC is opened. ES said that they will look for the answers to this question but the plan is to shift people from other locations to the existing MSC site. They will provide the specific location in the MSC they prefer with building floor plans or at least the amount sf that is needed. ES is to provide the amount of storage, parking, city vehicles, pvt vehicles etc.. The question is how many people will be moved from the old MSC to the new MSC.
 - D. There was some discussion regarding the conversion of the fleet to compressed natural gas. It was noted that General Services indicated that they could accommodate this new requirement but it would take changes in the equipment.

- E. 5115 El Paso Drive ES personnel (40 to 43) will be relocated to the MSC. Twelve 12 people from the delta transfer station will be relocated to the MSC. The question is how many people will be moved from the old MSC to the new MSC.
- F. There was some discussion about the possibility of moving Vector Control to closer to the main building (Bldg. 1) but it was concluded that Vector control is okay where it is located. There also was some discussion about the condition of the building but following the meeting there was more discussion on how the building has been maintained rather well and that the basic structure appears to be in good condition..
- G. Welding consolidation is a point to be investigated. Parks Director is new and should be open to the concept.
- H. Open space needs to be analyzed. The map we are using is from TXDOT and is dated but it is the best we have at this point. We need to know what your storage needs are for the complex. Both indoor and outdoor parking is needed.
- I. The trash truck parking at the MSC site is the best Ms. Smyth has seen. The city vehicle parking is good no change is needed.
- J. Personal vehicle parking at the MSC needs to be researched. This should include the new building area. If a MSC type complex was constructed further east in the future it would reduce the need for parking at the MSC. Yarbrough/Global Reach at Montana is the location for the next Sun Metro Facility but there is no plan at present for a MSC type support facility at that location. There may be a need to create a designated parking for City Vehicles at the MSC. This may help the current parking situation. It was also noted that there are private vehicles parking in the back lot.
- K. The addition of merged vehicle wash facility makes sense.
- L. The consolidation of the welding needs to be looked at operationally. General Services would be the lead.
- M. The number of city vehicles will increase as previously discussed. No significant increase to the number of trash trucks.
- N. Containers are being washed off site. The trash vehicles are washed on site.
- O. A centralized dumpster location may make sense for trash. There is a series of piles that have been noted across the back side of the site. Perhaps a concrete type structure to place the dumpster would be easier to maintain.
- P. Citizen collection station could also be incorporated into the dumpster location as well. That would probably be best located near the pit building and the impound lot.
- Q. Don't want to interfere with the trash truck entrance and fueling location.
- R. Assignment of parking spaces was discussed but there is a concern of over regulating (micro managing) the parking. Perhaps general parking areas designations may be helpful for City Vehicles only.

Ed Drusina, P.E.
MCI

Cc: Valerie Joosten, P.E.
Miguel Para

Existing Municipal Service Center (MSC) Needs Assessment
Questionnaire

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Existing Municipal Service Center Needs Assessment
Questionnaire (continued)

11. Does the existing MSC serve all of your space needs today? Will it serve all of your space needs following the opening of the new MSC building in December '08? Will it meet all of your space needs in five years?

If not, please explain why not and specifically describe what space adjustment would meet your needs.

12. Specifically address any traffic circulation problems.

El Paso Street Department

1. Personnel at existing MSC –

Equipment Support	5.0
Contract Management	19.0
Administration	16.0
Street Maintenance	56.0
Signs and Markings	24.0
Traffic Signals	28.0
Graffiti Removal	16.0
<u>Street Sweeping</u>	<u>21.0</u>
Total at MSC	185.0

Personnel at existing MSC when new building opens

Equipment Support	5.0
Contract Management	8.0
Street Maintenance	56.0
Street Medians	9.0
Signs and Markings	24.0
Traffic Signals	28.0
Graffiti Removal	16.0
<u>Street Sweeping</u>	<u>21.0</u>
Total at MSC	167.0

Personnel at existing MSC next five years = 180.0

2. Sections to be at existing MSC:

- Equipment Support
- Contract Management
- Street Resurfacing
- Administration
- Logistics shop
- Street Medians
- Street Maintenance
 - East Side Street Maintenance
 - Mission Valley Street Maintenance
- Signs and Markings
 - Signs Shop
 - Sign Installations
 - Street Markings
- Traffic Signals
 - Signal Construction/Inspection
 - Signal Maintenance
 - Signal Control

Graffiti Removal
Street Sweeping

Sections to be at New MSC:

Contract Management

Survey

Planning QC

Administration

Executive staff

Data Management

Accounting/Finance/Purchasing

Payroll/Human Resources

3. Attachment
4. Attachment
5. Attachment
6. Attachment
7. Minimal interaction required.
8. At least six daily.
9. Department need conference and meeting rooms for street maintenance crews, lockers for street maintenance crews that do not currently exist due to present day space limitations; there are existing storage spaces for environmental and material stocks, but the department is in need of at least three large steel shelter structures for the Traffic maintenance division.
One warehouse structure would be used to store thermoplastic material, glass beads, and markings paint for the Signs and Markings division (approximately 100 ft by 40 ft). At present time there is insufficient space for this.
A second larger warehouse (approximately 400 ft by 100 ft) is critically needed for secure storage of traffic masts, traffic control boxes, fiber optic cable, traffic signals, and arterial lighting equipment, and other traffic support equipment.
A third warehouse (approximately 100 ft by 40 ft) would be used to store and secure guardrail installation equipment, asphalt for crack sealers, road salt, and other street maintenance items requiring secure storage or currently not meeting acceptable storage requirements.
10. Attachment; list at the existing MSC.
11. Existing MSC does not serve all of our space needs at present time. The new MSC will provide relief as the administrative and contract management employees will vacate offices in existing MSC to allow for the presently overcrowded street maintenance employees to utilize the offices in present Street administration section. In addition, the move will also allow for the Street Medians section to move from the Delta facility to the existing MSC; at present time the Delta facility is sub-standard and over-crowded. Over the next five years, anticipated growth of the department will most likely require additional space for administrative and operations functions.

Item #6 - Parking at existing MSC

Equipment	Qty		Qty	
Motor Graders	2	POV's	200	
Front End Loader	3			
Wheeled Excavators	1	New Building	Admin	35
Dozer	1			
Chip Box	1			
Backhoe	1			
Skid Steer Loader	1			
Slope Mower	1			
Semi Tractor	2			
End Dump Trailer	1			
Lowboy Trailers	2			
Tow Trailers	10			
Roll Off	3			
Roll Offs Containers	4			
Street Sweeper	9			
Water Truck	2			
Dump Truck	7			
Large Crew Cab	3			
Small Crew Cab	7			
Pothole Patcher	3			
Vacuum Truck	1			
Crack Sealers Trailer	3			
6" Trash Pump	2			
Asphalt Distributor	1			
Bucket Truck	7			
Earth Saw (trencher)	2			
Utility Truck	3			
Stripping Truck	2			
ThermoStripping Trailer	1			
Arrow Board Trailer	4			
Graffiti Truck	7			
Chemical Truck	1			
Welding Truck	1			
SUV	3			
Pick Ups	31			
Sedan	1			
Pneutatic Roller	2			
Single Drum Roller	2			
Equipment Units		138		

MATERIAL STOCK PILE

Cold Mix - pothole patching

Base Coarse - backfill and road construction

Blast Rock - backfill

Screening - landscape and backfill

Sand - oil spills, sand bags, and road traction

Recycle Asphalt Millings - backfill, and road construction

Guard Rail Post

Guard Rail

Landscape Rock (bins)

Cobble Stone

Desert Tan Rock

White River Rock

Red Screening Rock

Chemical Warehouse

Bristol, Richard J.

From: Gonzalez, Oscar J.

Sent: Thursday, October 02, 2008 11:26 AM

To: Bristol, Richard J.

Subject: #10

Handwritten: ~~NEW~~ R-15+MSL

Telephone Lines: 30

Computers: 30

Fax Machines: 1

Network Printers: 7

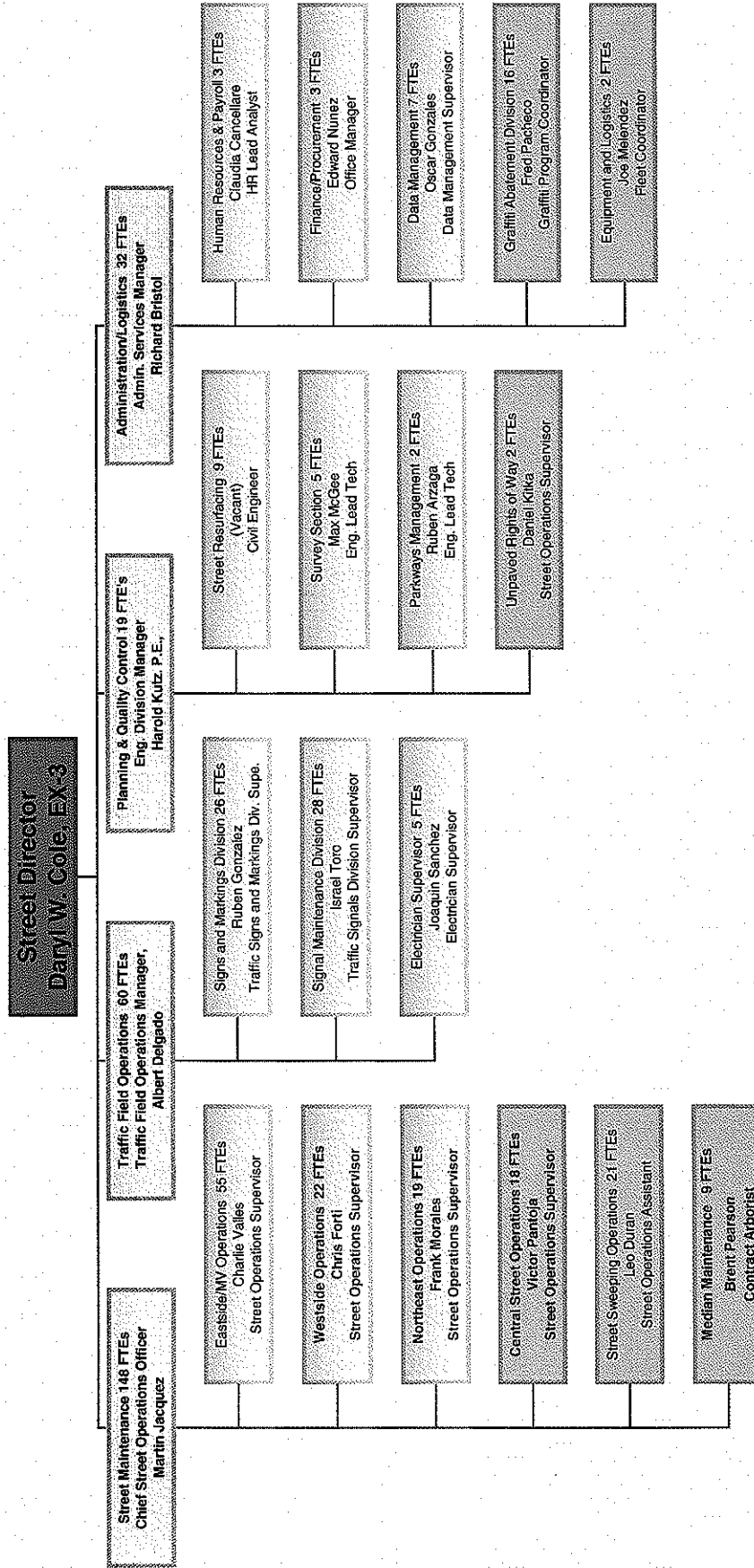
Scanners: 2

Thanks,
Oscar Gonzalez



Office - 915.621.6745
Cell - 915.472.4304

10/2/2008



Red are currently not at existing MSC

*Who gets moved into bldgs @ MSC?
How many?*

GENERAL SERVICES DEPARTMENT
Existing Municipal Service Center (MSC) Needs Assessment
Questionnaire

1. Currently, how many personnel from your staff work at the existing MSC? 70
How many will work at the existing MSC following the opening of the new MSC building in December '08? 72
How many personnel will work in the existing MSC in five years? 80

2. What sections and divisions by title do you have at the existing MSC? Fleet Services Division, Building Maintenance Division, General Services Administration.
How many will you have following the opening of the new MSC? Same.
How many will you have there in five years? Same.

3. Provide a building floor plan that shows the current area that your staff is using at the existing MSC. Provide the total square footage you use per building.

Building 7, Fuel Pumps, 6 dispensers.

Building 6, Service Station, 3600 square feet, oil changes and basic equipment servicing.

Building 11, Tire Shop, 8300 square feet, tire repair and storage.

Building 11, Light Duty Vehicle Shop, 3700 square feet, repair of cars vans and pickups.

Building 5, Welding Shop Light Duty Vehicles and Bulk Parts Storage, 6500 square feet.

Building 4, Main Shop, 48000 square feet, repair of trucks and heavy equipment.

Building 3, 1st floor, Parts Room, 1200 square feet.

Building 3, 2nd floor, Admin offices, lunch room, 2 training rooms, 4000 square feet.

Building 3, 1st floor, Building Maintenance offices, locker room small shop, 3000 square feet.

Include all uses such as office, storage, hallways, bathrooms, maintenance closets, break areas, locker rooms, shops, vehicle equipment storage, etc.

4. Provide an organizational chart of your department. Mark on the chart what existing sections and divisions are located at the MSC. Also provide the following:

a. Current staffing table that shows the staffing in the various sections and divisions within the department located at the existing MSC.

b. Projected staffing table in five years that shows the staffing in the various sections and divisions within the department that will be located at the existing MSC.

5. Provide your space needs in square feet, for office, shop, covered & enclosed storage space, material storage etc. at the existing MSC by building number. Provide your space needs at the existing MSC following the opening of the new MSC building in December '08. Provide your space needs at the existing MSC in five years?

6. Provide the number of city vehicle and private vehicle parking spaces that you require at the existing MSC. 70 private vehicles for employees. 30 department assigned City vehicles. Hundreds of customer vehicles. 150 new vehicle deliveries per year.

Provide the number of parking spaces you will need after the opening of the new MSC. Same
Provide the number of parking spaces you will need in five years. Same

7. Describe your need to interact with other departments located at the existing MSC. We interact with all other departments on a daily basis.
8. Provide how many visitors from the general public you receive daily. Rarely do we get visitors from the general public. We get at least 20 vendors per day delivering parts, fuel and other supplies.
9. Provide a brief description of the special needs your department has such as conference rooms, lockers, libraries, environmental storage, emergency material stock piles, etc. All of the above plus vehicle repair facilities, fuel station, facility maintenance work shop, lockers etc.
10. In order to determine what short falls exist in the Information Technology (IT) supported communication system, provide all of your IT needs for each building at the existing MSC. Provide the number of telephone lines, computers, fax machines, network printers, scanners etc. Could use wireless internet for technicians use on the shop floor.

Existing Municipal Service Center Needs Assessment
Questionnaire (continued)

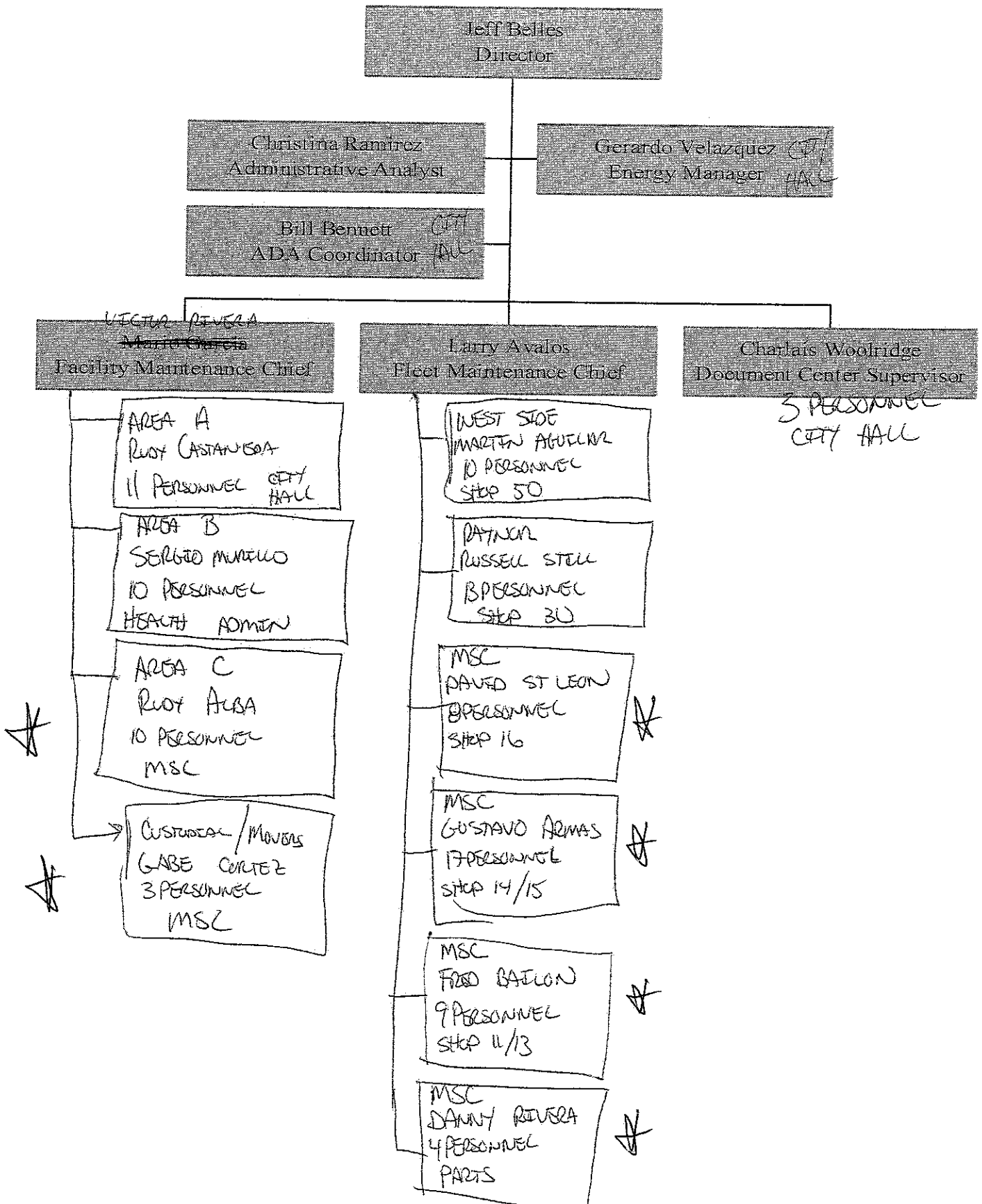
11. Does the existing MSC serve all of your space needs today? No.
Will it serve all of your space needs following the opening of the new MSC building in December '08? No.
Will it meet all of your space needs in five years? No.

If not, please explain why not and specifically describe what space adjustment would meet your needs.

Need office space for two additional employees. Need work shop and storage for facility maintenance personnel.

12. Specifically address any traffic circulation problems.

General Services Department



TRANSMITTAL LETTER

To: City of El Paso - General Services
1059 Lafayette
El Paso, Texas 79907

Date: 9/26/08

Project No./File Code: LOB4 2008-108

ATTN: Jeffrey Belles

Reference: Municipal Service Center (MSC) Master Plan - Request For Information

We are sending you attached:

☐ Shop Drawings

☐ Plans

☐ Electronic File

☒ Prints

☐ Specifications

☐ _____

Copies	Date	No.	Description
1			Request for Information
1			Existing Municipal Service Center (MSC) Needs Assessment Questionnaire
1			MSC Site Plan

These are transmitted as checked below:

☐ Reviewed

☐ As requested

☐ Revise and resubmit

☐ _____

☐ For your use

☐ Furnished as corrected

☒ For review and response

REMARKS:

Please send the answers to the questionnaire to Mr. James Wolff, City of El Paso Project Manager, by Friday, October 3rd. He can be reached at (915) 541-4419, cell (915) 472-0829.

Signed: _____

Edward Drusina, P.E.

If enclosures are not as noted, please inform our office immediately

Received by: _____

Date: _____

9/30/08

Existing Municipal Service Center (MSC) Needs Assessment
Questionnaire

Department : PARKS AND RECREATION

1. Currently, how many personnel from your staff work at:
 - a. The existing MSC? (46) full-time staff and (2-4) seasonal staff.
 - b. The existing MSC following the opening of the new MSC building in December '08? (49) full-time staff and (2-4) seasonal staff.
 - c. The existing MSC in five years?
2. What sections and divisions by title do you have at
 - a. The existing MSC? Facilities Maintenance Section
 - b. How many will you have following the opening of the new MSC? Facilities Maintenance Section, Parks Maintenance Section (3 staff).
 - c. How many will you have there in five years? Facilities Maintenance Section, Parks Maintenance Section (3 staff), Sports Section (7 staff).
3. Provide a building floor plan that shows the current area that your staff is using at the existing MSC. Provide the total square footage you use per building. Include all uses such as office, storage, hallways, bathrooms, maintenance closets, break areas, locker rooms, shops, vehicle equipment storage, etc.
 - a. Bldg 1 Admin Offices - 975 sqft (5.3% of total Bldg Area); office for Facilities Maintenance Superintendent, work space for (2) Office Assistants, Break Room/Training Room
 - b. Bldg 9 Parks Shop - 6,600 sqft (100%);
 - c. Bldg 10 Parks Mechanical and Plumbing - 3,400 sqft (100%);
 - d. Bldg 14 Parks Carpenter Shop - 2,450 sqft (100%)
4. Provide an organizational chart of your department. Mark on the chart what existing sections and divisions are located at the MSC. Also provide the following: See Attachments
 - a. Current staffing table that shows the staffing in the various sections and divisions within the department located at the existing MSC. See Attachments
 - b. Projected staffing table in five years that shows the staffing in the various sections and divisions within the department that will be located at the existing MSC. See Attachments
5. Provide your space needs in square feet, for office, shop, covered & enclosed storage space, material storage etc.
 - a. At the existing MSC by building number.
 - i. Bldg 1 Admin Offices - In addition to our current space, we need 1000 sqft more:

1. Office space for Park Superintendent, Materials Supervisor, Materials Specialist, and 2) Facilities Maintenance Supervisors.
 2. Review and Storage area for park and facilities blueprints/plans.
- ii. Bldg 2 Property Warehouse – Parks and Recreation needs 6,000 sqft of warehouse space with wide entry doors and an accessible dock.
 1. Area used as follows: facilities supplies; park maintenance supplies; storage of general dry and liquid products; small engine equipment and supplies; large bulk supplies like seed, athletic field marking dust, conditioner, and drying agent; irrigation supplies.
 - b. Provide your space needs at the existing MSC following the opening of the new MSC building in December '08. Same as above
 - c. Provide your space needs at the existing MSC in five years?
6. Provide the number of city vehicle and private vehicle parking spaces that you require:
 - a. At the existing MSC. City Vehicles – 42 / Personal Vehicles - 45
 - b. After the opening of the new MSC. City Vehicles – 45 / Personal Vehicles - 48
 - c. In five years.
7. Describe your need to interact with other departments located at the existing MSC.
 Staff interacts with other departments on a daily basis. Some examples are:
 Park Superintendent working with Fleet Services on a daily basis to coordinate repairs of Parks vehicles and equipment, and working with Streets over coordination of medians, regular coordination with the City Forester, Vector Control and Solid Waste.
8. Provide how many visitors from the general public you receive daily.
 Maybe one or two.
9. Provide a brief description of the special needs your department has such as conference rooms, lockers, libraries, environmental storage, emergency material stock piles, etc.
 As was mentioned above, increased office space and areas to view and store plans and blueprints. There is also a need for Warehouse space that can be secured.
10. In order to determine what short falls exist in the Information Technology (IT) supported communication system, provide all of your IT needs for each building at the existing MSC.
 Provide the number of telephone lines, computers, fax machines, network printers, scanners etc.
 In addition to what already exists for Parks at the MSC, there is a need for each new office to have telephone and network service. Currently (and after Dec '08), we have computers for all employees that require, but need for IT to check on the schedule of replacing since almost all is in need of updating. We do have network printers, direct printers, fax machine, and scanner.
11. Does the existing MSC serve all of your space needs:
 - a. Today? No, there is not a practical adjustment we can make with our existing 975 sqft of office space.

- b. Following the opening of the new MSC building in December '08? Only if we are able to get the requested space.
- c. In five years? Only if we are able to get the requested space.

12. Specifically address any traffic circulation problems.

Currently the main situation that exists is the risk of collisions. The current traffic flow is not well defined – by signage or striping within the facility.



EL PASO PARKS AND RECREATION
LAND DIVISION
(09/01/2008)

Current

ASSISTANT PARKS AND
RECREATION DIRECTOR (EX 3)
Joel McKnight
GFP 1.00

SENIOR SECRETARY (GS48)
Lucy Calderon
GFP 1.00

FACILITIES

FACILITIES MAINTENANCE SUPERINTENDENT (PM128)
Eddie Silvas
GFP 1.00 (1)

FACILITIES/POOL MAINTENANCE SUPERVISOR (GS53)
Alfonso Ruiz
Rodolfo Garcia
GFP 2.00 (2)

LEAD MAINTENANCE MECHANIC (GS51)
Robert Martinez
GFP 1.00 (1)

ELECTRICIAN (GS51)
Robert Figueroa
Ricardo Munoz
Oscar Pedregon
Jose Rios
GFP 4.00 (4)

FACILITIES MAINTENANCE LEAD WORKER (GS49)
Aurelio Escobedo
Daniel Martinez
Lorenzo Nevarez
Juan Wells
Hector Pardo
GFP 5.00 (5)

PLUMBER (GS49)
Jose Amesquita
Luis Sandoval
GFP 2.00 (2)

WELDER (GS49)
Michael Leyva
Timothy McCarthy
GFP 2.00 (2)

MAINTENANCE MECHANIC (GS48)
Robert Rivera
Hector Valdez
Richard Weaver
Raul Yanez
GFP 4.00 (4)

FACILITIES MAINTENANCE WORKER (GS45)
Norberto Delgado
Carlos Elizondo
Luis Elorduy
Hector Hernandez
Mario Jasso
Albert Mosqueda
Vacant
GFP 7.00 (7)

LOCKSMITH (GS45)
Juan Amador
GFP 1.00 (1)

ROOFER (GS45)
Oscar Sandoval
GFP 1.00 (1)

SENIOR OFFICE ASSISTANT (GS44)
Mary Lou Avila
Laurie Almond
GFP 2.00 (2)

GENERAL SERVICE LEAD WORKER (GS44)
Jose Louie Tovar
GFP 1.00 (1)

TRADES HELPER (GS43)
Joe Cano
Douglas Coe
Francisco Ledesma
Victor Mireles
Jose Munoz
Lucas Ramirez
Florentio Vasquez
Francisco Jasso
GFP 8.00 (8)

GENERAL SERVICE WORKER (GS41)
Jose De La Rosa
George Molina
Vacant
GFP 3.00 (3)

GENERAL SERVICE WORKER (GS41)
SEASONALS
GFT 2.00 (2-4)

PARKS

PARKS SUPERINTENDENT (PM132)
Sam Calhoun
GFP 1.00 → after Dec '08

PARK AREA SUPERVISOR (GS54)
George Flores Frank Luna
Victor Flores David Ochoa
Jorge Gutierrez
GFP 5.00

MATERIALS SUPERVISOR (GS52)
Jose Carrillo
GFP 1.00 → after Dec '08

GROUNDKEEPING EQUIPMENT
TECHNICIAN (GS48)
Osvaldo Sanchez
GFP 1.00 (1)

IRRIGATION TECH (GS47)
Michael Avila Elizabeth McMahan
Jose Canales Ysidoro Meza
Hugo Cantu Joseph Perez
Jose Galvan Paul Venzor
Carlos Guevara
GFP 9.00

MATERIALS SPECIALIST (GS43)
Juan F. Castro
GFP 1.00 → after Dec '08

EQUIPMENT OPERATOR (GS45)
Ramon Bustamante Gerardo Moreno
Alfonso Carrasco Sergio Ramos
Arturo Castorena Luis De Santiago
Jorge Duran Jose M. Vasquez
Gilbert Gomez Rodolfo Yanez
Johnny Lucero Vacant
GFP 13.00

GENERAL SERVICE LEAD WORKER (GS44)
Ramon Bustillos
Angel Castaneda
Angel Flores
Olga Torres
Jose Luis Venegas
GFP 5.00

GROUNDKEEPER (GS43)
Michelle Alvara Jose A. Hernandez
Angelica Alvarado Mario Herrera
Jose Alvarado Rene Huerta
Jose A. Alvarez Javier Martinez
Roberto Avila Rafael Lopez
Juan Barron Sergio Medrano
Victor Caballero Ricardo Perez
Moises Cabrera Roberto Ramos
Manuel Casas Alma Rascon
Hector Cantu Cesar Reza
Asdrubal Colon Luis Rivera
Leopoldo Contreras Jorge Romero
Jose Cruz Ricardo Rubio
Ray Frausto Enrique Ruedas
Jose Garcia Jesus Salas
Michael Garcia Ramon Salazar
Erika Gonzalez Gilbert Silva
Gerald Graham Abel Torres
Rudy Guerrero Blanca Uribe
Jose Heredia David Vargas
Felipe Hernandez Jesse Vasquez
Jose G. Vasquez
GFP 43.00

FLEET SERVICE WORKER (GS43)
Jose Valadez
GFP 1.00 (1)

GENERAL SERVICE WORKER (GS41)
Martha Esparaza Vacant
Vacant Vacant
GFP 5.00

GENERAL SERVICE WORKER (GS41)
SEASONALS
GFT 20.76

Currently @ MSC

Currently @ MSC



EL PASO PARKS AND RECREATION
LAND DIVISION
(09/01/2008)

After Dec
'08

ASSISTANT PARKS AND
RECREATION DIRECTOR (EX 3)
Joel McKnight
GFP 1.00

SENIOR SECRETARY (GS48)
Lucy Calderon
GFP 1.00

FACILITIES

FACILITIES MAINTENANCE SUPERINTENDENT (PM128)
Eddie Silvas
GFP 1.00

FACILITIES/POOL MAINTENANCE SUPERVISOR (GS53)
Alfonso Ruiz
Rodolfo Garcia
GFP 2.00

LEAD MAINTENANCE MECHANIC (GS51)
Robert Martinez
GFP 1.00

ELECTRICIAN (GS51)
Robert Figueroa
Ricardo Munoz
Oscar Pedregon
Jose Rios
GFP 4.00

FACILITIES MAINTENANCE LEAD WORKER (GS49)
Aurelio Escobedo
Daniel Martinez
Lorenzo Nevarez
Juan Wells
Hector Pardo
GFP 5.00

PLUMBER (GS49)
Jose Amesquita
Luis Sandoval
GFP 2.00

WELDER (GS49)
Michael Leyva
Timothy McCarthy
GFP 2.00

MAINTENANCE MECHANIC (GS48)
Robert Rivera
Hector Valdez
Richard Weaver
Raul Yanez
GFP 4.00

FACILITIES MAINTENANCE WORKER (GS45)
Norberto Delgado
Carlos Elizondo
Luis Elorduy
Hector Hernandez
Mario Jasso
Albert Mosqueda
Vacant
GFP 7.00

LOCKSMITH (GS45)
Juan Amador
GFP 1.00

ROOFER (GS45)
Oscar Sandoval
GFP 1.00

SENIOR OFFICE ASSISTANT (GS44)
Mary Lou Avila
Laurie Almond
GFP 2.00

GENERAL SERVICE LEAD WORKER (GS44)
Jose Louie Tovar
GFP 1.00

TRADES HELPER (GS43)
Joe Cano
Douglas Coe
Francisco Ledesma
Victor Mireles
Jose Munoz
Lucas Ramirez
Florentio Vasquez
Francisco Jasso
GFP 8.00

GENERAL SERVICE WORKER (GS41)
Jose De La Rosa
George Molina
Vacant
GFP 3.00

GENERAL SERVICE WORKER (GS41)
SEASONALS
GFT 2.00

PARKS

PARKS SUPERINTENDENT (PM132)
Sam Calhoun
GFP 1.00

PARK AREA SUPERVISOR (GS54)
George Flores Frank Luna
Victor Flores David Ochoa
Jorge Gutierrez
GFP 5.00

MATERIALS SUPERVISOR (GS52)
Jose Carrillo
GFP 1.00

GROUNDKEEPING EQUIPMENT
TECHNICIAN (GS48)
Osvaldo Sanchez
GFP 1.00

IRRIGATION TECH (GS47)
Michael Avila Elizabeth McMahan
Jose Canales Ysidoro Meza
Hugo Cantu Joseph Perez
Jose Galvan Paul Venzor
Carlos Guevara
GFP 9.00

MATERIALS SPECIALIST (GS45)
Juan F. Castro
GFP 1.00

EQUIPMENT OPERATOR (GS45)
Ramon Bustamante Gerardo Moreno
Alfonso Carrasco Sergio Ramos
Arturo Castorena Luis De Santiago
Jorge Duran Vicente De Santiago
Gilbert Gomez Jose M. Vasquez
Johnny Lucero Rodolfo Yanez
Vacant
GFP 13.00

GENERAL SERVICE LEAD WORKER (GS44)
Ramon Bustillos
Angel Castaneda
Angel Flores
Olga Torres
Jose Luis Venegas
GFP 5.00

GROUNDKEEPER (GS43)
Michelle Alvira Jose A. Hernandez
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Jose Alvarado Rene Huerta
Jose A. Alvararez Javier Martinez
Roberto Avila Rafael Lopez
Juan Barron Sergio Medrano
Victor Caballero Ricardo Perez
Moises Cabrera Roberto Ramos
Manuel Casas Alma Rascon
Hector Cantu Cesar Reza
Asdrubal Colon Luis Rivera
Leopoldo Contreras Jorge Romero
Jose Cruz Ricardo Rubio
Ray Frausto Enrique Ruedas
Jose Garcia Jesus Salas
Michael Garcia Ramon Salazar
Erika Gonzalez Gilbert Silva
Gerald Graham Abel Torres
Rudy Guerrero Blanca Urista
Jose Heredia David Vargas
Felipe Hernandez Jesse Vasquez
Jose G. Vasquez
GFP 43.00

FLEET SERVICE WORKER (GS43)
Jose Valadez
GFP 1.00

GENERAL SERVICE WORKER (GS41)
Martha Esparaza Vacant
Vacant Vacant
GFP 5.00

GENERAL SERVICE WORKER (GS41)
SEASONALS
GFT 20.76

FINANCIAL SERVICE
PROPERTY CONTROL

Existing Municipal Service Center (MSC) Needs Assessment
Questionnaire

1. Currently, how many personnel from your staff work at the existing MSC? 3 How many will work at the existing MSC following the opening of the new MSC building in December '08? 3 How many personnel will work in the existing MSC in five years? 3
2. What sections and divisions by title do you have at the existing MSC? Financial Services
Property Control. How many will you have following the opening of the new MSC? Same.
How many will you have there in five years? Same.
3. Provide a building floor plan that shows the current area that your staff is using at the existing MSC. Provide the total square footage you use per building. Include all uses such as office, storage, hallways, bathrooms, maintenance closets, break areas, locker rooms, shops, vehicle equipment storage, etc.
4. Provide an organizational chart of your department. Mark on the chart what existing sections and divisions are located at the MSC. Also provide the following:
 - a. Current staffing table that shows the staffing in the various sections and divisions within the department located at the existing MSC.
Property Control Officer 1
Inventory Coder 2

Projected staffing table in five years that shows the staffing in the various sections and divisions within the department that will be located at the existing MSC. Same as above.
5. Provide your space needs in square feet, for office, shop, covered & enclosed storage space, material storage etc. at the existing MSC by building number. Provide your space needs at the existing MSC following the opening of the new MSC building in December '08. Provide your space needs at the existing MSC in five years?
6. Provide the number of city vehicle and private vehicle parking spaces that you require at the existing MSC. Provide the number of parking spaces you will need after the opening of the new MSC. Provide the number of parking spaces you will need in five years. 3 spaces for City and 3 for POVs for all of the above.
7. Describe your need to interact with other departments located at the existing MSC. Property Control interacts with all departments at MSC, we receive surplus and inventory assets from all on a daily basis.
8. Provide how many visitors from the general public you receive daily. Our visitors are mainly city departments conducting city business. Twice a year we conduct surplus auctions which are open to the public on these auctions we receive about 200 visitors for one week.

9. Provide a brief description of the special needs your department has such as conference rooms, lockers, libraries, environmental storage, emergency material stock piles, etc. All of our needs are contained within the warehouse we currently occupy and the asphalt parking area in front of loading dock. The current space is fully utilized, and provides for an efficient and effective working space. Any loss of space will negatively impact the function and the effectiveness of the section.
10. In order to determine what short falls exist in the Information Technology (IT) supported communication system, provide all of your IT needs for each building at the existing MSC. Provide the number of telephone lines, computers, fax machines, network printers, scanners etc. 5 telephone lines, 4 computers, 1 fax, 2 printers.

Deleted: 1

Existing Municipal Service Center Needs Assessment
Questionnaire (continued)

11. Does the existing MSC serve all of your space needs today? Yes. Will it serve all of your space needs following the opening of the new MSC building in December '08? Yes. Will it meet all of your space needs in five years? Yes.

If not, please explain why not and specifically describe what space adjustment would meet your needs. Although we do adjust with the space we currently have, we could use a secure area within warehouse for valuables.

12. Specifically address any traffic circulation problems. None.

Additional items to consider for area:

Security cameras throughout the warehouse.

Deleted:

Provision of heating and cooling for warehouse.

Fire sprinklers would allow for further use of space in warehouse, and for safety reasons.

Deleted:

Existing Municipal Service Center (MSC) Needs Assessment
Questionnaire

1. Currently, how many personnel from your staff work at the existing MSC? How many will work at the existing MSC following the opening of the new MSC building in December '08? How many personnel will work in the existing MSC in five years?

16 - 17 Inspectors

2. What sections and divisions by title do you have at the existing MSC? How many will you have following the opening of the new MSC? How many will you have there in five years?

Building permits and inspections

3. Provide a building floor plan that shows the current area that your staff is using at the existing MSC. Provide the total square footage you use per building. Include all uses such as office, storage, hallways, bathrooms, maintenance closets, break areas, locker rooms, shops, vehicle equipment storage, etc.

Currently 200 square feet. Need 400 square feet.

4. Provide an organizational chart of your department. Mark on the chart what existing sections and divisions are located at the MSC. Also provide the following:

- a. Current staffing table that shows the staffing in the various sections and divisions within the department located at the existing MSC.

NA

- b. Projected staffing table in five years that shows the staffing in the various sections and divisions within the department that will be located at the existing MSC.

NA

5. Provide your space needs in square feet, for office, shop, covered & enclosed storage space, material storage etc. at the existing MSC by building number. Provide your space needs at the existing MSC following the opening of the new MSC building in December '08. Provide your space needs at the existing MSC in five years?

We need 400 Square feet.

6. Provide the number of city vehicle and private vehicle parking spaces that you require at the existing MSC. Provide the number of parking spaces you will need after the opening of the new MSC. Provide the number of parking spaces you will need in five years.

16 City vehicles, 16 Private vehicles

7. Describe your need to interact with other departments located at the existing MSC.

By computer, telephone, fax

8. Provide how many visitors from the general public you receive daily.

2 -5 per day

9. Provide a brief description of the special needs your department has such as conference rooms, lockers, libraries, environmental storage, emergency material stock piles, etc.

Filing cabinets, book shelves and storage for office supplies

10. In order to determine what short falls exist in the Information Technology (IT) supported communication system, provide all of your IT needs for each building at the existing MSC. Provide the number of telephone lines, computers, fax machines, network printers, scanners etc.

16 telephone lines 1 fax line 1 copy/ printer/scanner.

Existing Municipal Service Center Needs Assessment
Questionnaire (continued)

11. Does the existing MSC serve all of your space needs today? Will it serve all of your space needs following the opening of the new MSC building in December '08? Will it meet all of your space needs in five years?

If not, please explain why not and specifically describe what space adjustment would meet your needs.

NA

12. Specifically address any traffic circulation problems.

NA

Planning

Existing Municipal Service Center (MSC) Needs Assessment
Questionnaire

1. Currently, how many personnel from your staff work at the existing MSC? How many will work at the existing MSC following the opening of the new MSC building in December '08? How many personnel will work in the existing MSC in five years?
 - a. 0 for all
2. What sections and divisions by title do you have at the existing MSC? How many will you have following the opening of the new MSC? How many will you have there in five years?
 - a. 0
3. Provide a building floor plan that shows the current area that your staff is using at the existing MSC. Provide the total square footage you use per building. Include all uses such as office, storage, hallways, bathrooms, maintenance closets, break areas, locker rooms, shops, vehicle equipment storage, etc.
 - a. NA
4. Provide an organizational chart of your department. Mark on the chart what existing sections and divisions are located at the MSC. Also provide the following:
 - a. Current staffing table that shows the staffing in the various sections and divisions within the department located at the existing MSC.
 - i. NA
 - b. Projected staffing table in five years that shows the staffing in the various sections and divisions within the department that will be located at the existing MSC.
 - i. NA
5. Provide your space needs in square feet, for office, shop, covered & enclosed storage space, material storage etc. at the existing MSC by building number. Provide your space needs at the existing MSC following the opening of the new MSC building in December '08. Provide your space needs at the existing MSC in five years?
 - a. NA
6. Provide the number of city vehicle and private vehicle parking spaces that you require at the existing MSC. Provide the number of parking spaces you will need after the opening of the new MSC. Provide the number of parking spaces you will need in five years.
 - a. NA
7. Describe your need to interact with other departments located at the existing MSC.
 - a. By telephone; generally no meetings at the MSC.
8. Provide how many visitors from the general public you receive daily.
 - a. No traffic at the MSC.

9. Provide a brief description of the special needs your department has such as conference rooms, lockers, libraries, environmental storage, emergency material stock piles, etc.
10. In order to determine what short falls exist in the Information Technology (IT) supported communication system, provide all of your IT needs for each building at the existing MSC. Provide the number of telephone lines, computers, fax machines, network printers, scanners etc.

Planning does not have space at the MSC

Existing Municipal Service Center Needs Assessment
Questionnaire (continued)

11. Does the existing MSC serve all of your space needs today? Will it serve all of your space needs following the opening of the new MSC building in December "08? Will it meet all of your space needs in five years?

If not, please explain why not and specifically describe what space adjustment would meet your needs.

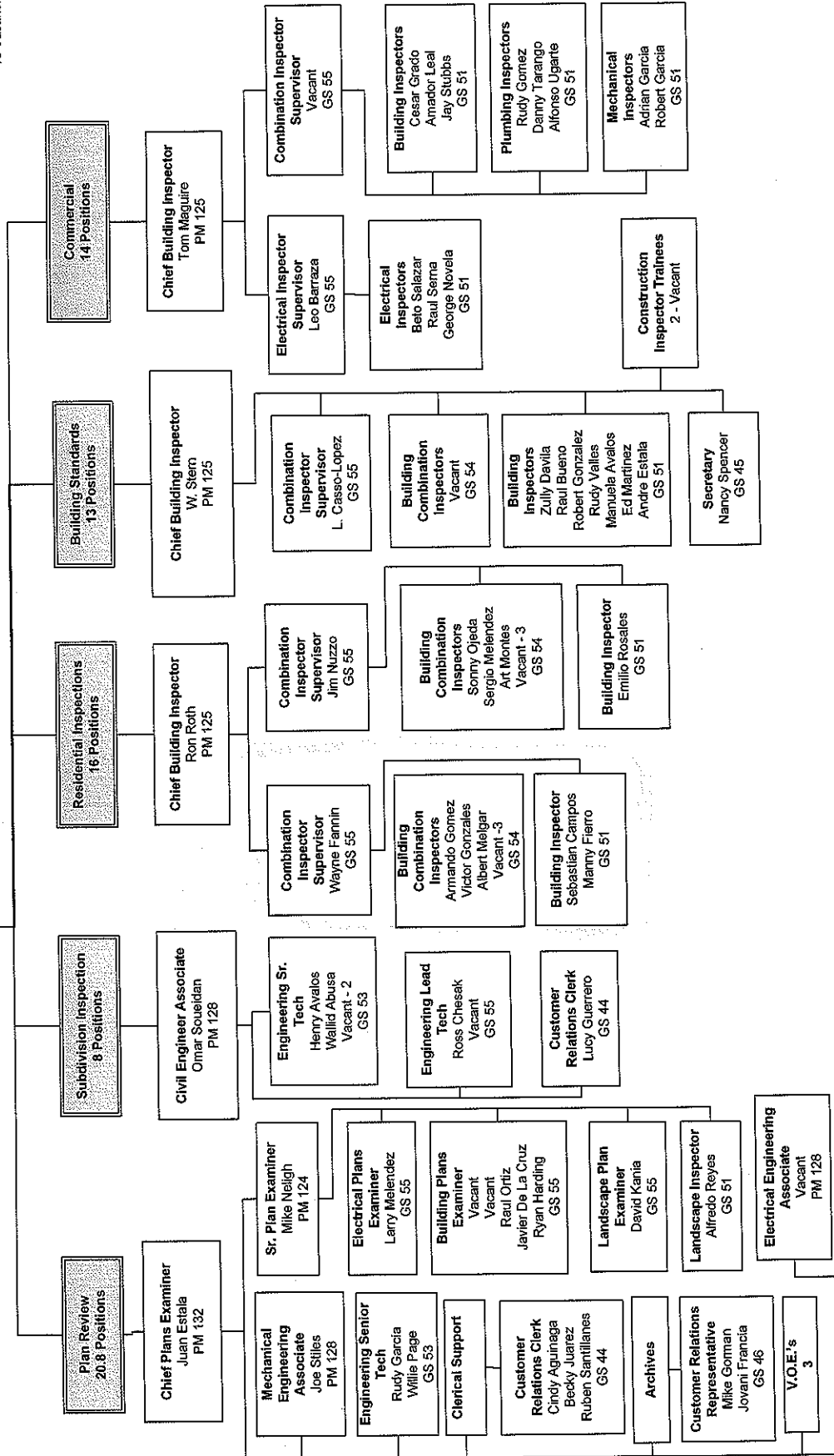
NA

12. Specifically address any traffic circulation problems.

Building Official
Larry Nichols
EX B
71.8

Building Permits & Inspections Department

Date March 7, 2008
16 Vacancies



Existing Municipal Service Center (MSC) Needs Assessment
Questionnaire

1. Currently, how many personnel from your staff work at the existing MSC? How many will work at the existing MSC following the opening of the new MSC building in December '08? How many personnel will work in the existing MSC in five years?

There are six people that work at MSC as need arises. We need a desk with appropriate power, phone, and data cabling for their usage while at the facility. This needs to be located in proximity to the computer room so that they can go back and forth easily. Only 2-3 would like be present at any one time.

The work space should be adequate where they can set up computers, server, routers and switches. An example of work to be performed is when a router is powered up with a laptop next to it used to configure it. Another one would be a server being powered up to configure which is approximately 19" wide by 3 feet long. It is approximately 1.5 inches tall (1U). Exact specifications for a Dell 2950 server are listed below.

2. What sections and divisions by title do you have at the existing MSC? How many will you have following the opening of the new MSC? How many will you have there in five years?

The 5 year needs will depend on business need. This will need to be determined by appropriate management as to whether a full time network/systems person needs to be located at MSC. We do have two permanent desktop support folks who work from this site and this number could likely increase over the next 5-years.

3. Provide a building floor plan that shows the current area that your staff is using at the existing MSC. Provide the total square footage you use per building. Include all uses such as office, storage, hallways, bathrooms, maintenance closets, break areas, locker rooms, shops, vehicle equipment storage, etc.

There is one wiring closet in each building. In addition, there is a data center on the 2nd floor of building two along with an IT office. These areas are adequate for our short-term needs. Data center needs to have appropriate cooling, heating, storage room and room for current and future data needs. Ed Ozogar can supply City specifications for these rooms with regards to design and cabling. If re-locating all fiber termination points and/or Ethernet cable the infrastructure will need to be analyzed and a plan put together prior to move.

Square footage of work spaces in each building are as follows:

Bldg 2 13x18 (Main Computer room with data equipment and PBX)

Office space next to computer room is approximately 10x12 feet.

Bldg 8 10x12

Vector 14x11

Parks 10X10

Bldg 16 10x10

Bldg 6 10x10
Bldg 1 10x15
Bldg 10 10x10
Bldg 9 10x10

All buildings have fiber going back to the computer room in Bldg 2 listed first in the list of square footage

All rooms need to have adequate conditioning of the environment. This will include Heating and Cooling along with Humidity control. Areas should provide either key locks or cyber locks as a minimum with access-control systems the preferred method of physical security.

Examples of Technical Specifications for current data equipment:

Dell 2950 Server:

Rack

Height 8.656 cm (3.40 in)

Width 44.7 cm (17.6 in)

Depth 75.68 cm (29.79 in)

Weight (maximum configuration) 26.76 kg (59 lb)

Temperature

Operating 10° to 35°C (50° to 95°F) with a maximum temperature gradation of 10°C per hour

Storage -40° to 65°C (-40° to 149°F) with a maximum temperature gradation of 20°C per hour

Relative humidity

Operating 20% to 80% (non-condensing) with a maximum humidity gradation of 10% per hour

Storage 5% to 95% (non-condensing) with a maximum humidity gradation of 10% per hour

Maximum vibration

Operating 0.25 G at 3–200 Hz for 15 min

Storage 0.5 G at 3–200 Hz for 15 min

Maximum shock

Operating One shock pulse in the positive z axis (one pulse on each side of the system) of 41 G for up to 2 ms

Storage Six consecutively executed shock pulses in the positive and negative x, y, and z axes (one pulse on each side of the system) of 71 G for up to 2 ms

Altitude

Operating -16 to 3048 m (-50 to 10,000 ft)

Storage –16 to 10,600 m (–50 to 35,000 ft)

Cisco 2821 router

Operating Temperature

32° to 104°F (0° to 40°C) – Preference is approximately 68 degrees

Humidity

10 to 85% non-condensing

Dimensions

- 1.72 x 17.5 x 16.5 in.

Cisco 3650 Switches

Operating Temperature

-40 to 158°F (-40 to 70°C) – Preference is 68°F

Humidity Range

10 to 85% non-condensing

If possible all equipment closets and computer rooms should be supplied with either individual or enterprise class UPS (Battery Backup) module. These modules should only be used for the time from the electricity flow is interrupted until the generator kicks in. This will become increasingly important as VoIP (Voice over IP) becomes the preferred form of telephone equipment.

Since there are no enterprise class UPS or a generator, this equipment would have to be purchased and put in place.

When fiber is brought into the building, the preference would be to have a defined area where all fiber will be terminated. This will need to have appropriate connectivity to the computer room where routing and switching equipment will be located.

The computer room will have multiple cabinets with the capacity to hold 19” wide racked devices. The most common one we currently use is the Dell Cabinet with the following specifications:

Dell PowerEdge 4210 Cabinet

Height - 1999 mm (78.7 inches)

Width - 608 mm (23.94 inches)

Depth - 999 mm (39.3 inches)

This is a standard size rack and most racks from vendors will be similar in size. There may also be equipment that is in a free standing environment such as servers, workstations, PBX

equipment and other non-standard size equipment. This equipment may need to have either specialized stands to hold equipment and working areas for keyboards and displays.

The current computer room has holes in the floors where riser cables come from the 1st floor to the 2nd floor. The holes created for these cables were substantially larger than the cables. This has allowed airflow from the 1st floor to the 2nd floor through these holes. Since the mechanic shop is on the first floor near the computer room there has been carbon dioxide that has come up through these holds while personnel is working up there. In addition, this proximity provides other risk management issues such as fire or chemical related incidents.

Air conditioning in the room is at least partially handled by a window air conditioner. This unit requires changing of filters and has at times failed. There was a ceiling unit put in but it also has at times had problems such as freezing. Overall the environmental controls need to be assessed and a determination made on the level of risk that is acceptable.

4. Provide an organizational chart of your department. Mark on the chart what existing sections and divisions are located at the MSC. Also provide the following:

The network/systems team has six employees which will work at MSC as needs dictate. No permanent employees are at MSC

- a. Current staffing table that shows the staffing in the various sections and divisions within the department located at the existing MSC.

Currently there are two IT personnel who work from this site supporting not only this site, but others.

- b. Projected staffing table in five years that shows the staffing in the various sections and divisions within the department that will be located at the existing MSC.

At this time I would project a total of five IT personnel who would work from this site supporting not only this site, but others.

5. Provide your space needs in square feet, for office, shop, covered & enclosed storage space, material storage etc. at the existing MSC by building number. Provide your space needs at the existing MSC following the opening of the new MSC building in December '08. Provide your space needs at the existing MSC in five years?

Ed Ozogar has identified all needed areas within the new MSC building. A temporary working space for staff should be provided in each building as needed. Beyond that the specifications in his documentation are the guidelines that need to be met to make sure it will be able to meet and grow with the business needs at the MSC complex. Requirements for GIS within Streets and Environmental Services departments will be determined by them.

6. Provide the number of city vehicle and private vehicle parking spaces that you require at the existing MSC. Provide the number of parking spaces you will need after the opening of the new MSC. Provide the number of parking spaces you will need in five years.

Under normal circumstances no more than 3 personal or work vehicles will be at MSC used by my staff. They need to have parking near the computer room or working areas. Heavy equipment such as workstations, monitors and associated equipment are regularly transported from other sites to the MSC complex.

7. Describe your need to interact with other departments located at the existing MSC.

Will need to have meeting rooms and work areas where we can discuss and train on Information Technology systems. Appropriate network connectivity will be needed to provide for GIS support.

8. Provide how many visitors from the general public you receive daily.

No visitors from the general public.

9. Provide a brief description of the special needs your department has such as conference rooms, lockers, libraries, environmental storage, emergency material stock piles, etc.

Data center and working adjacent work areas will need to be locked and accessible only by key personnel. Beyond that all cabling closets or equipment room need to be locked as well. All environments should be cooled and/or heated to appropriate temperatures. Ed Ozogar can provide specifications for these rooms if needed.

10. In order to determine what short falls exist in the Information Technology (IT) supported communication system, provide all of your IT needs for each building at the existing MSC. Provide the number of telephone lines, computers, fax machines, network printers, scanners etc.

There will need to be 1+ switch in each work area closet. The new building will have a centralized switch meeting all connectivity needs. In addition, there is a fiber infrastructure that needs to have appropriate IT equipment. Routers are used to connect to City Hall, Delta Transfer, Zaragosa Bridge, PD Garage, NW Corral, and NE Corral. Appropriate servers will need to be supported for each current and new application as business needs dictate.

From a square foot usage the current rooms meet the needs of the building. Future growth will be determined by business need and are not easily specified for the 5 year period without analyzing all business needs. A Technology Plan is within the RFP process and is expected to be approved within a 30 day timeframe. This will help to determine all needs for the foreseeable future.

Existing Municipal Service Center Needs Assessment
Questionnaire (continued)

11. Does the existing MSC serve all of your space needs today? Will it serve all of your space needs following the opening of the new MSC building in December '08? Will it meet all of your space needs in five years?

From all information I have at the present time, it appears adequate. In five years we'll need more space for additional staff as described previously.

If not, please explain why not and specifically describe what space adjustment would meet your needs.

12. Specifically address any traffic circulation problems.

None

Patricia Dalbin 4384
Public Art Storage
and work area.

Existing Municipal Service Center (MSC) Needs Assessment
Questionnaire

1. Currently, how many personnel from your staff work at the existing MSC? How many will work at the existing MSC following the opening of the new MSC building in December '08? How many personnel will work in the existing MSC in five years? **NONE**
2. What sections and divisions by title do you have at the existing MSC? How many will you have following the opening of the new MSC? How many will you have there in five years? **None**
3. Provide a building floor plan that shows the current area that your staff is using at the existing MSC. Provide the total square footage you use per building. Include all uses such as office, storage, hallways, bathrooms, maintenance closets, break areas, locker rooms, shops, vehicle equipment storage, etc. **NONE**
4. Provide an organizational chart of your department. Mark on the chart what existing sections and divisions are located at the MSC. Also provide the following: **N/A**
 - a. Current staffing table that shows the staffing in the various sections and divisions within the department located at the existing MSC. **N/A**
 - b. Projected staffing table in five years that shows the staffing in the various sections and divisions within the department that will be located at the existing MSC. **N/A**
5. Provide your space needs in square feet, for office, shop, covered & enclosed storage space, material storage etc. at the existing MSC by building number. Provide your space needs at the existing MSC following the opening of the new MSC building in December '08. Provide your space needs at the existing MSC in five years?
6. Provide the number of city vehicle and private vehicle parking spaces that you require at the existing MSC. Provide the number of parking spaces you will need after the opening of the new MSC. Provide the number of parking spaces you will need in five years. **N/A**
7. Describe your need to interact with other departments located at the existing MSC. **NONE**
8. Provide how many visitors from the general public you receive daily. **N/A**
9. Provide a brief description of the special needs your department has such as conference rooms, lockers, libraries, environmental storage, emergency material stock piles, etc. **N/A**
10. In order to determine what short falls exist in the Information Technology (IT) supported communication system, provide all of your IT needs for each building at the existing MSC. Provide the number of telephone lines, computers, fax machines, network printers, scanners etc. **1 phone line**

Existing Municipal Service Center Needs Assessment
Questionnaire (continued)

11. Does the existing MSC serve all of your space needs today? Will it serve all of your space needs following the opening of the new MSC building in December '08? Will it meet all of your space needs in five years? **N/A**

If not, please explain why not and specifically describe what space adjustment would meet your needs.

12. Specifically address any traffic circulation problems.

Public Art Storage and work area

- Large bay door
- Heating and Cooling
- Sinks w/ sand traps
- High Ceilings
- Storage room
- Bathrooms

Access after hours/weekends



APPENDIX II

OLD MSC ONLY

Environmental Services Department

	# people			city veh.			H.D. city veh.			private veh				storage sf				work shop sf				office sf				Visitors				spec.needs (conf. rms,				trash/recycle O.D. s				Vehicle wash sf				CNG sf				lockers			
	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr	cur.	af.	Mv	5 yr								
Engr Bldg1 & PB	5	0	0	4	4	6	0	0	0	5	7	8	100	100	100	0	0	0	628	0	0	0	2	0	0	0	0	2	3	0	0	0	0	0	0	0	0	0	0	0	2	3							
Collections Bldg1	66	66	73	12	12	14	70	70	80	68	68	75	0	0	0	0	0	0	593	593	953	0	0	0	544	402	402	0	0	0	0	4000	4000	0	22000	22000	30	66	73										
Sp Col Bldg1 &PB	0	29	31	1	4	5	0	22	25	6	29	32	0	75	75	0	75	75	0	108	144	0	1	1	0	0	0	0	1350	1350	0	0	0	0	0	0	0	0	26	29									
Cont/fleet PB	3	9	9	5	8	10	0	2	2	3	9	9	0	0	0	2000	2400	2400	320	600	600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	9										
Vector Bldg12	10	10	13	17	17	17	1	1	1	2	2	5	0	0	0	525	1800	1800	2100	2100	2100	0	0	0	400	600	1000	0	0	0	0	0	0	0	0	0	0	10	13										
Code Bldg1	0	52	62	4	42	44	0	0	0	4	42	44	0	100	100	0	0	0	0	2100	2532	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	52	62										
Bldg 1	1	5	6	1	1	2	12	12	14	8	12	15	150	150	150	0	0	0	36	36	72	0	0	0	0	0	0	0	87500	87500	0	0	0	0	0	0	0	11	13										
CustServ Bldg1	14	0	0	2	2	2	0	0	0	14	13	13	0	0	0	0	0	0	1022	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
Air Bldg1	0	0	0	2	14	14	0	0	0	2	14	16	0	400	400	0	400	400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	11											
Admin Bldg1	4	0	0	2	3	3	0	0	0	2	2	2	0	0	0	0	0	0	436	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
Finance Bldg1	14	0	0	1	1	1	0	0	0	14	14	14	1100	1100	1100	0	0	0	643	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									

Total1031711945010711783107122114198219135019251925252546754675513555376401153394410041405088850888500400040000220002200030187213

NOTES:
Cont/Fleet & PB - 320SF @ MSC Bldg 1 & 2000SF welding under canopy

Overall Department Summary of Building Usage Requirement:

	Current	After Move In	In Five Years
Storage sf	47753	54728	56038
Work Shop sf	87847	89997	92855
Office sf	20315	20644	22266
Specified Needs sf	2546	1844	2245

OLD MSC ONLY

Streets Department

	# people			city veh.			H.D. city veh.			private veh			storage sf			work shop sf			office sf			Visitors			spec.needs (conf. rms,			lockers		
	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5 yr	cur.	af.	Mv 5 yr	cur.	af.	Mv 5 yr	cur.	af.	Mv 5 yr	cur.	af.	Mv 5 yr	cur.	af.	Mv 5 yr	cur.	af.	Mv 5 yr
Equipment/Logistics	5	5	6	2	2	3	3	3	4	5	5	6	1002	1002	1002	0	0	0	119	0	0	2	2	2	882	120	120	0	0	0
Contract Management	19	8	10	7	7	9	0	0	0	19	8	10	0	0	0	0	0	0	1601	1601	1700	2	2	2	0	0	0	0	0	4
Administration	16	0	0	1	0	0	0	0	0	16	0	0	0	0	0	0	0	0	2538	0	0	4	0	0	0	0	0	0	0	0
Street Maintenance	56	56	59	10	10	12	62	62	72	56	56	59	94666	94666	94666	1248	1248	1300	534	2538	2700	2	2	2	0	0	0	65	65	75
Signs and Markings	24	24	26	13	13	15	2	2	3	24	24	26	6458	6458	6700	3708	3708	4000	120	120	170	3	3	3	0	0	0	0	0	0
Traffic Signals	28	28	30	9	9	11	10	10	11	28	28	30	67416	67416	67416	1186	1186	1500	335	335	450	3	3	3	0	0	0	0	0	0
Graffiti Removal	16	16	17	9	9	10	0	0	0	16	16	17	432	432	500	0	0	0	120	120	200	2	2	2	0	0	0	0	0	0
Street Sweeping	21	21	24	2	2	2	9	9	11	21	21	24	0	0	0	0	0	0	123	123	175	1	1	1	0	0	0	9	9	24
Street Medians	0	15	16	0	1	2	0	0	1	0	10	11	0	0	0	0	0	0	0	0	0	0	1	1				3	3	
Total	185	173	188	53	53	64	86	86	102	185	168	183	169974	169974	170284	6142	6142	6800	5490	4837	5395	19	16	16	882	120	120	74	77	106
													10740	From Below																
													3294	From Below																

Street Maintenance - 10,740 sqft is office space and secure material storage (some of this is in bldg 11, bldg 3 and the chemical storage room); 83,350 qftis accounts for storage of millings, base course, construction materials, medians landscaping rocks, sand, heavy equipment, sand bag storage, miscellaneous storage, and welding area.

Traffic Signals - 3,294 is office and indoor maintenance areas and the 64,122(1.47 acres) is used for outdoor storage facilities.

Street Medians has 15 positions currently at Delta, after the move to the new MSC, the supervisor and employees will move to the existing MSC.

OLD MSC ONLY

GENERAL SERVICES

[illegible]

OLD MSC ONLY

[illegible]

OLD MSC ONLY

Financial Services Department

	# people			city veh.			H.D. city veh.			private veh			storage sf			work shop sf			office sf			Visitors			spec.needs (conf. rms,			trash/recycle O.D. :			Vehicle wash sf			CNG sf			lockers		
	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr	cur.	af.	Mv 5yr			
Overall	3	3	3	3	3	3	0	0	0	3	3	3										0																	
Bldg 2													15913	15913	15913				1500	1500	1500	200	200	200	0	0	0			0									
													0	0	0																								
													0	0	0	0	0	0	0	0	0																		
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													0	0	0																								
													0	0	0																								

OLD MSC ONLY

Development Services Department

	# people	city veh.	H.D. city veh.	private veh	storage sf	work shop sf	office sf	Visitors	spec.needs (conf. rms,	trash/recycle O.D. s	Vehicle wash sf	CNG sf	lockers
	cur. af. Mv 5yr	cur. af. Mv 5yr	cur. af. Mv 5yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr
Overall	10 10 22	10 10 22	0 0 0	10 10 22	0 0 0		200 200 400	0 0 0					
Bldg 2	10 10 22	10 10 22		10 10 22	0 0 0		200 200 400		0 0 0		0		
					0 0 0								
					0 0 0	0 0 0	0 0 0						
					0 0 0	0 0 0			0 0 0				
					0 0 0	0 0 0	0 0 0						
					0 0 0								
					0 0 0								
					0 0 0								
Total	10 10 22	10 10 22	0 0 0	10 10 22	0 0 0	0 0 0	200 200 400	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

OLD MSC ONLY

Information Technology Department

	# people	city veh.	H.D. city veh.	private veh	storage sf	work shop sf	office sf	Visitors	spec.needs (conf. rms,	trash/recycle O.D. s	Vehicle wash sf	CNG sf	lockers
	cur. af. Mv 5yr	cur. af. Mv 5yr	cur. af. Mv 5yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr	cur. af. Mv 5 yr
Bldg 1	2	2		2	150 150 150		0 0 0		0 0 0		0		
Bldg 2					234 234 234		120 120 120						
Bldg 6					100 100 100	0 0 0	0 0 0						
Bldg 8					120 120 120	0 0 0			0 0 0				
Bldg 9					100 100 100	0 0 0	0 0 0						
Bldg 10					100 100 100								
Bldg 12					151 151 151								
Bldg 14					100 100 100								
Bldg 16					100 100 100								
Total	2 0 0	2 0 0	0 0 0	2 0 0	1155 1155 1155	0 0 0	120 120 120	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

